

Tuscarawas Campus Faculty Council Meeting Minutes

February 4, 2013

Faculty Present: Akpan, Auld, Baker, Bears, Brindley, Burkholder, Cheng, Crume, Davis-Patterson, Engohang-Ndong, Feng, Fenk, Graff, Green, Harding, Hediger, Jewell, Jones, Kang, Li, Minnick, Osikiewicz B., Pech, Powers, Roman, Troyer, Wang, Willey

Administrators Present: Andrews, Bichara, Bronkar, Donley, Gritzan, Haldar

I Call to Order

Lashley called the meeting to order at 12:06 pm.

II Approval of November 19, 2012 minutes

There was unanimous approval of the November minutes (Roman/Minnick).

III Treasurer's Report

Osikiewicz reported that as of December 31, 2012, the balance of the Tuscarawas Campus Flower Fund was \$122.25. However, there were two withdrawals that were made in December that have not been reflected in this balance. Therefore, the balance is closer to \$30. Contributions of \$20 are still being accepted. Those faculty and administrators that have not yet contributed are urged to consider contributing. If the balance continues to remain low, the campus may need to start limiting the flowers sent for certain events.

IV Chairperson's Report

Lashley reported that RCFAC has not met since her last report, but are meeting this Friday.

- One of the items on the agenda for Friday's meeting is to nominate two senior faculty for potential appointment to the committee that will be conducting a five-year performance review of Dean Mohan at Geauga. University policy requires that one member of the committee be from a different regional campus than the Dean being reviewed. To be eligible, you must be either a tenured Associate or Full Professor, or an NTT Associate Lecturer or Associate Professor or above. Both tenured and NTT members of the committee must have at least five years of continuous service to the University, regardless of the timing of their tenure and/or promotion. Lashley solicited volunteers via email but has not yet received any volunteers. Please let her know if you would be willing to put your name forth for possible appointment to this committee. Minnick asked when the Geauga review would start. Lashley stated that the review would start this semester and that it is anticipated that most of the work would be done this semester. However, the deadline for completing the work is the end of fall semester.
- RCFAC will also be nominating someone for a University-wide committee that will conduct an internal search for a new Associate Provost for Academic Affairs. Lashley currently has one volunteer for that position, but can certainly add additional names if

anyone would like to volunteer.

- In other news, the senior faculty have completed all tenure-track reviews, including those of first-year faculty, and they are now working their way through the NTT reviews.

V Faculty Senate Report

Minnick reported that at the December 10, 2012 meeting, Faculty Senate:

- heard remarks from Provost Diacon with an assist from President Lefton about the consequences (if implemented in its present form) of the Complete College Ohio program. When asked, President Lefton stated that in year one of the plan, Kent State's budget is essentially unchanged, but that in years two and three we would take a large impactful hit of about 10% which is roughly \$8 million. However, the details of the program implementation are still being worked out.
- heard a report from the chair of the Americans with Disabilities Act Committee about past progress and future plans to make the Kent Campus system more accessible.
- voted to change Faculty Senate Bylaws to allow for future voting for Faculty Senators by electronic ballot.

VI Committee Reports

Standing Committee Reports

A. Academic Affairs

No report.

B. Faculty Affairs

Osikiewicz stated that faculty affairs has met several times to talk about revising the office point calculations. The last NTT contract allowed for promotions to Associate Professor/Associate Lecturer and Professor/Senior Lecturer. These ranks need to be included in our office point calculation. The proposal was distributed along with the agenda. The new NTT ranks were added to the document. In addition, Osikiewicz stated that the number of points that tenured faculty and tenure-track faculty receive has increased by five points. The points were added in an attempt to offset the time discrepancy between when a NTT faculty and a TT faculty can reach their highest level of rank. NTT faculty can reach his/her highest level of rank in nine years, but it takes a TT faculty member a minimum of twelve years to reach his/her highest level of rank. Osikiewicz stated that the extra points do not completely eliminate the problem. She also stated that vote on the proposal by the faculty affairs committee was not unanimous. There were two committee members present that were not in favor of the proposal. Lashley asked faculty council for any questions concerning the proposal. There were no questions asked. A vote on the proposal will be done via paper ballot.

C. Electronic Communications

Kang reported that the committee will meet this Wednesday to continue to discuss effective means for online teaching and Blackboard Learn. In addition, they will continue to discuss the computer refreshment.

D. Library

Green reported that the committee met this morning to review the results of a student survey polling student perceptions of the library. Students appear to be happy with the library and use it more Monday through Thursday than on Friday. The committee will be putting together a new survey that will concentrate on faculty perceptions of the library. The survey will be distributed later this semester. Green also announced that there will be a contest to name the dinosaur in the library.

E. Student Affairs

Engohang-Ndong reported that the committee met during finals week. There are five projects that were accepted for the Student Research Colloquium. Some faculty on the committee mentioned that maybe the name of the Student Research Colloquium may keep students from applying. More discussion is needed on this topic. Engohang-Ndong asked whether anyone felt left out from the student research colloquium. There was no response. He stated that he wanted to find ways to increase the number of students participating. The committee also wants to develop guidelines for students to gain access to funding to attend conferences. Gritzan asked to attend the next meeting so the administration could suggest ways to expand participation in the program and assist in funding students attending conferences.

Ad Hoc Committees

A. Artist Lecture Committee

No report

B. Diversity Committee

Davis Patterson stated that the committee will be meeting later this month. Taste of the World is scheduled for Wednesday, April 10th. There is new participation with early childhood education, biological sciences, and communication that will be expanding the scope of the Taste of the World. Davis Patterson announced that on January 22nd, the film King was shown in honor of Dr Martin Luther King. Powers added that the Diversity Committee and the CIIP club will be hosting a showing of Freedom Writers on February 21 from 6:30-8:30 in the auditorium.

C. Service Learning Committee

Willey stated that she will be placing nomination forms in the mailboxes of all individuals involved in service learning for the student, faculty, and community partner awards this spring.

D. Safety Committee

Gritzan stated that the committee has not met since fall semester but will continue to work on important safety initiatives.

VII Unfinished Business

There was no unfinished business.

VIII New Business

There was no new business.

IX Administrator Reports:

A. **Dean's Report:** Dean Andrews reported on the following items:

- **Student Research Colloquium:** As the program was grown on our campus, the quality of the work that the students have produced has matured. Andrews believes the next extension of the program is to enable students to attend conferences with their faculty mentors.
- **Spring Enrollment:** Our spring enrollment is down. Our preponderant enrollment is very concerning since it is down a little over 9%. Recall that preponderant enrollment counts were the student is taking a majority of his/her courses. Our concurrent enrollment is down 3%. Concurrent enrollment counts every student regardless of how many hours he/she is taking on campus. This means that we didn't make budget for the spring semester. Therefore, they are revising the balance of the academic year 2012-2013 budget.
- **Renovation updates:** The Founders Hall renovation project which includes the A-wing classrooms, all the public areas, as well as the library is moving forward. Recall that we received \$930,000 from the state of Ohio to fund the project. Library bids for the project open tomorrow. The classroom renovation and the public area renovation bids will open on February 12th. There is a tight window on the projects which will begin the day after commencement and finish two weeks before the start of fall semester. Bids for the Tolloty Center project will open on February 12th.
- **Searches:** The Psychology search is moving along and the Sociology search has one more candidate to interview. We have hired two new nursing faculty, Amy Roden and Sherri Troyer, that began spring semester. The Business and Community Services Search has moved to affirmative action and we hope to make an offer on that position this week.
- **Faculty Offices:** Given the projection we have for enrollment, new program and development, and faculty hires, we are out of faculty office space. Dean Andrews stated that he is putting together a project that we can hopefully move forward into the summer of 2014. This project will expand the faculty office complex in Founders Hall along the north end of the building adjacent to B122 and C100 that will incorporate 18 new faculty offices. These 18 new offices would be phase one of the project. The project would also include four additional general purpose classrooms and a conference complex for the faculty. Phase two of the project would be the following summer to go into the existing space in the faculty office complex and renovate those offices. The Board of Trustees is supportive of the project.
- **State Funding:** We are continuing to monitor what is going on at the state level and how they are going to calculate our funding.

- **Enrollment Contingent Courses for the Summer:** The administration is looking at the development of a plan for enrollment contingent courses for the summer based on the current collective bargaining agreement. Past practice has been to look at enrollment contingent courses based on the instructional cost associated with the course. There are several models being discussed, but all the regional campuses will go with the cost associated with the instructional cost to deliver the course.

B. **Assistant Dean's Report:** Assistant Dean Haldar reported on the following items:

- **Important Dates:** Midterm grades can be entered from February 28th through March 5th. Grades of NF should be entered now. The last day to withdraw from a course is March 24th. There is no midterm for open learning courses.
- **Commencement:** Doors open at 6:00 and the line begins forming at 6:45.
- **United Way:** Our United Way goal was \$2800. We raised \$3494 from faculty and staff. Kent State's participation goal was 45%, but our campus participation was 40%.
- **Distance Learning Workshops:** We continue to offer distance learning seminars. John Baker and Sue Hoffman offered a Blackboard Learn basics seminar. Last week, Kent State's office of Distance Education was on campus to deliver a seminar on how to plan a course online. An advanced Blackboard Learn seminar is scheduled for March 1st. An email will be sent out regarding this seminar.

C. **Other Administrator Reports:**

- Cherie Bronkar introduced herself to the faculty council. She also stated that in preparation for the renovation all books in the library will be boxed up. Therefore, they will be unavailable during that time. She stated that the process for reserving materials has been streamlined. This process can now be done online.
- Donley stated that entering NF grades is important to keep us compliant with federal student aid. She also stated that Wimba tutoring online for mathematics is now available. Chemistry tutoring via Wimba will begin this spring with Biology being added in fall 2013. Student Activities Council is being recognized by the United Way for the fundraiser they conducted last fall during the Thanksgiving dinner. Donley also stated that the percentage of our student population that end the spring semester by being academically dismissed or put on academic probation has declined for the past three years.
- Bichara stated that the materials that were supported at faculty council made it through EPC. He also stated that Paul Creed, the Departmental Security Administrator Manager from the Office of Continuing and Distance Education at Kent will be visiting our campus on Tuesday, February 19, at 10:30AM in Founders Hall A110. One of the purposes of his visit will be to educate faculty who are teaching courses online about a new system called PROCTOR U, which allows for those who teach online courses to have their exams proctored in real time with a video camera monitoring students who are taking the test.

X Announcements

- Dean Andrews stated there have been some reorganizational moves on the campus. Many of the student service functions that had been part of the Assistant Dean's Office have been moved to Laurie Donley. Activities that work with students to enable them to work to completion were moved to Laurie Donley's office. Assistant Dean Haldar will then take on a bit more of the academic affairs and faculty affairs particularly as it pertains to creating the schedule and workload assignments. In addition, Pam Patacca will now supervise the faculty support office.
- Hediger mentioned that there are several brown bag lunch presentations scheduled. An email containing all the details will be distributed.

XI Adjournment

The meeting was adjourned at 12:55 pm.

Respectfully submitted,
Beth Osikiewicz,

Tuscarawas FC Secretary/Treasurer