

Tuscarawas Campus Faculty Council Meeting Minutes

November 19, 2012

Faculty Present: Akpan, Baker, Bears, Beltz, Cheng, Crume, Davis Patterson, Engohang-Ndong, Fenk, Fuller, Graff, Green, Harding, Hoffman, Jewell, Jones, Kang, Lashley, Minnick, Osikiewicz B., Pech, Petite, Powers, Rajagopal, Roman, Wang

Administrators Present: Andrews, Donley, Haldar

I Call to Order

Lashley called the meeting to order at 12:08 pm.

II Approval of October 8, 2012 minutes

There was unanimous approval of the minutes.

III Treasurer's Report

Osikiewicz reported that as of Friday, November 16, 2012, the new balance of the flower fund was \$143.93. This balance includes two deposits of \$120 and \$80 and expenses of \$54. Contributions of \$20 are still being accepted. Checks should be made out to Tuscarawas County University Foundation.

IV Chairperson's Report

Lashley reported that RCFAC has met twice since her last report. At the October 12th meeting, RCFAC:

- discussed the minimum enrollment needed in order for a summer course to go forward. Dr. Thomas explained that there is no hard and fast numerical rule, since the criteria by which the decisions are made vary from one campus to the next, depending on the size of the campus and its unique financial situation.
- compiled a list of nominees from each campus for the Regional Campuses Tenure Advisory Board and the Regional Campuses Promotion Advisory Board.
- approved a motion stating that, when an RCFAC member is unable to attend a scheduled RCFAC meeting, a tenured or tenure-track faculty should attend the meeting in the RCFAC member's place. However, the person attending the meeting would not have voting rights.
- discussed Faculty Senate's request that RCFAC come up with recommendations regarding the norming groups we would like to see used for the SSIs of regional campus faculty. It was decided to get input from each campus to bring back for discussion at the next RCFAC meeting. The Academic Affairs Committee was charged with addressing this issue.
- approved the proposed modification to the University policy on granting Emeritus status, which previously made no reference to regional campuses.

At the November 16th meeting, RCFAC:

- talked about the financial implications of the new state funding model, to be implemented next fall, which is much more performance-based rather than being driven by the number of bodies in the seats.
- talked about a state mandate (going into effect in Fall 2014) that every public university in Ohio must use a common threshold for enrollment in remedial work, and that the Kent Campus will no longer be allowed to offer remedial work at all.
- learned that Ohio is one of 17 states enrolled in a national program initiated in 2009, called Complete College America, which obligates Ohio to create a plan to increase the number of college graduates statewide. A task force was formed, and the task force just last week unveiled their plan, with 20 recommendations, one of which is that each "campus" (not clear how that word was defined) should create a "campus success plan" for enhancing its graduation rate.
- learned that Ohio is a recipient of a national "Credit When It's Due" grant, which requires the implementation of "reverse transfers" for students. For example, if a student started at Tri-C, did not earn a degree there, and then transferred to KSU, taking KSU courses that would have counted toward an associate degree at Tri-C, those credits must "reverse transfer" back to Tri-C so that Tri-C can get credit for "graduating" the student in the state's funding model. It would obviously behoove the KSU regional campuses to make sure to offer students in this situation a KSU associate degree first, so that we get the credit for the graduate.
- tabled the discussion of appropriate norming groups for regional campus SSIs, since several campuses were not yet ready to give their input.
- were asked to check with our faculty regarding their presence on their departmental website. Lashley will send an email to everyone asking if they are listed among the faculty on their department's website.

Lashley made the following general announcements:

- The senior faculty have completed their evaluation of the "merit" dossiers, and Lashley has submitted their recommendations to Dean Andrews.
- For tenure-track faculty in the first year, the deadline for uploading your reappointment file to FolioWeb is November 30th.
- Performance reviews of NTT faculty will begin early in the spring semester. NTT faculty members who have completed at least NINE years of consecutive appointments undergo a Simplified Performance Review and must submit their dossiers via FolioWeb by January 3, 2013. NTT faculty who have completed either THREE or SIX years of consecutive appointments will undergo a Full Performance Review and must submit their dossiers via FolioWeb no later than January 21, 2013. All other NTT faculty will undergo an annual review at the campus level only and should submit their dossiers directly to Carla Barker by January 22, 2013.
- In place of the Dialogue with the Dean that was scheduled for Monday, November 26, we will instead be having a campus-wide roundtable to address Strategic Planning for the Campus in six different areas: ensuring student success, enhancing academic excellence, expanding research and creative endeavors, engaging with the world beyond our campus, securing our financial future, and developing and recognizing our people. There will be two sessions: one from 10AM to noon, and the other from noon to 2PM,

both in ST 107/113. This process is occurring across all campuses and departments of the University and is intended to operationalize the Strategic Plan we worked on last spring. Steve Minnick, who is on the Provost's Strategic Planning Committee, sent everyone an email on November 5th in which he outlined various ways that everyone can provide their input, in addition to attending the roundtable. Dean Andrews distributed similar information via a handout to your mailbox late last week. This is your chance to be heard, so be sure to attend one of the sessions on November 26, and participate in the online forum as well! Steve Minnick will be there to facilitate both sessions. Lashley mentioned that she is going to be a facilitator at the second session, but we also need an additional facilitator for the first session (10AM to noon). Lashley asked if anyone would volunteer. Petite volunteered to help facilitate at the first session.

V Faculty Senate Report

Minnick reported that at the October 8th meeting, Faculty Senate:

- heard about the plans of the Academic Affairs Strategic Planning Committee, specifically how the committee intends to gather faculty/student/staff/public inputs for the process.
- heard about the revised Plagiarism and Cheating Policy followed by a long Q&A session. Highlights of the Policy are a convenient, easy to use form on Flashline for reporting incidents of plagiarism or cheating, and the creation of Plagiarism School. The form is available under the Faculty & Advisor Tools tab on Flashline. For details on the policy and Plagiarism School, go to

<http://www.kent.edu/academics/resources/plagiarism/index.cfm>.

It is essential for faculty to report all incidents of cheating or plagiarism through these channels so that there is a record of the incident and repeat offenders can be discovered.

- voted to approve the College of Applied Engineering, Sustainability & Technology's proposal to establish a Construction Management major within the BS degree.
- voted to approve establishment of two committees: one to review academic policies and their alignment with student success, and one to examine ways to make the current SSI form more applicable to alternative methods of instruction.
- discussed revising the SSI "norming groups" for the Regional Campuses (currently the full campus) to reflect more varied criteria such as the discipline, class size, or method of instruction. The Senate agreed to continue this discussion at a future Senate meeting.

At the November 5th meeting, Faculty Senate:

- heard a report from President Lefton on the status of State Share of Instruction money for next year; short version, nobody knows but probably a cut.
- voted to approve a revision of the Policy on Instructional Delivery and Credit-to-Contact Hours. The revision incorporates US Dept. of Education, OBR, and Kent State's regional accreditation body, the Higher Learning Commission of the North Central Association of Colleges and Schools directives on assigning student credit hours for courses. The majority of the changes are to simplify explanations of what defines certain instructional delivery modes, and to add in definitions of Individual Investigations/Independent

Study, Cooperative Work Experiences, Clerkships, Flight Training, and Distance Learning which were not currently included in the policy. This is being done to prepare for an accreditation visit next year.

- elected two senators (Dr. Deborah Smith, Philosophy and Dr. Robin Vande Zande, Art) to the university-wide Faculty Handbook Committee as mandated by the CBA.
- discussed a change to Faculty Senate Bylaws to permit electronic voting for senators. The proposal will be voted on at the December meeting.

VI Committee Reports

Standing Committee Reports

A. Academic Affairs

Jewell reported they discussed four items during the last month. 1) The Committee discussed whether there should be a campus-wide diversity theme in the curriculum that would try to be implemented across the campus. The committee believed that the diversity committee would need to be part of the planning and the committee was reluctant to state that this needed to be part of the curriculum. 2) The committee discussed suggestions regarding the SSI norming groups. After a lengthy discussion the committee decided that it should be a campus-wide committee that should work on this. However, the committee suggests a) keeping the current campus norming group; b) norming against all seven regional campuses and all disciplines; and c) across all seven regional campuses within a discipline or even upper division/lower division. Among the committee there was no support for norming against the Kent Campus. 3) The committee reviewed a request from Engineering Technology for a new minor in Computer Design, Animation, and Game Design, and the committee voted to bring it forward to council. Finally, 4) the committee reviewed a new certificate program in CAD in manufacturing and the committee was overwhelming in its support to bring this certificate forward to council.

B. Faculty Affairs

Osikiewicz stated that the committee has met three times since the last council meeting. The committee discussed dividing up the handbook into the five sections as outlined in the current CBA. The committee is currently working on editing one of the new sections of the handbook which will be presented at council when it is completed. The committee also began reviewing the office point ranking in order to incorporate the new NTT ranks of Associate Lecturer and Senior Lecturer. The new rankings do cause some problems in the office points because it is possible for a NTT faculty member to reach his/her highest level of rank within nine years; whereas, a TT faculty member cannot reach his/her highest level of rank until after twelve years. The committee is looking at the best way to address this and would welcome any suggestions.

C. Electronic Communications

Kang reported that they are working with the Blackboard Learn support staff in order to offer a seminar on our campus. In addition, the committee will be meeting soon so if anyone has any questions or suggestions let him know.

D. Library

Green reported that the committee met with the new director to discuss her vision for the library. The committee will be developing two surveys in the next few months. The first survey will be used to gauge students' perceptions of the library. Then the committee will develop a survey to discover the faculty perception of the library. The faculty survey will be distributed electronically. Green also mentioned that the campus is moving to a new electronic online system for reserving materials in the library.

E. Student Affairs

Engohang-Ndong reported that Friday was the deadline for proposal applications for the Student Research Colloquium. The committee only received four proposals. Engohang-Ndong then asked if there was any faculty member that has a student willing to submit a proposal but was unable to submit the proposal because of the time-line. There was no response from council. He stated that the committee will meet tomorrow to review the proposals. A student research conference will be the next charge the committee will address. Lashley asked if the deadline will be extended to try to encourage more applications. Engohang-Ndong noted that unless he hears from a mentor today, then there is no need to extend the deadline unless anyone knows of students that are interested in the colloquium but have not completed their application. If this is the case, send him an email.

Ad Hoc Committees

A. Artist Lecture Committee

Davis Patterson reported that the committee met last Thursday and started planning the Artist Lecture events for next year. Nicole Willey will be one of the Artist Lecture speakers for next year.

B. Diversity Committee

Davis Patterson reported that the committee met last week. Heritage Week is scheduled for April 7th —11th and the Taste of the World is scheduled for Wednesday, April 10th.

C. Service Learning Committee

No report.

D. Safety Committee

No report.

VII Unfinished Business

There was no unfinished business.

VIII New Business

- **New minor in Computer Design, Animation, and Game Design:** Bears gave a brief explanation of the new minor. The minor was approved unanimously.
- **New certificate in CAD for Manufacturing:** Bears gave a brief overview of the certificate and explained that it is being considered as a fast track type of certificate because the classes can be taught in three semesters. Bears explained that a lot of the area businesses are looking for individuals in these areas. The certificate was approved unanimously.
- The item regarding the Holiday Luncheon was withdrawn. The holiday luncheon is scheduled for Tuesday of finals week.
- Harding made a motion to nominate Donna Thomas for emeritus status. Thomas is retiring at the end of December after 18 years of service. Fenk seconded the motion. The motion passed unanimously.

IX Administrator Reports

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

- **Lockdown Drill:** At 9:45 am this morning there was a lockdown drill with a sizeable student population. The Kent Campus police were also on campus to observe our protocols. Within less than a minute the place looked like a ghost town in the halls. It was discovered that two locks did not work. Roman stated that he was in C101 and he could not hear the announcements. Crume stated that she could not hear the announcements in C107 and Green reported that he could not hear the announcement in ST219. Andrews reminded us that during a lockdown we are to 1) lock the door, 2) turn out the lights, and 3) get out of sight. Beltz noted that her students mentioned that the overhead projector needs to be turned off and that personal belongings need to be hidden as well. Dean Andrews thanked everyone for their cooperation during the lockdown drill.
- **Clarification in the October Faculty Council Minutes:** We are running three tenure-track searches: Sociology, Psychology, and Nursing. The two NTT nursing searches are replacements for McMillan and Halter.
- **Director for Business and Community Services:** We are running a search for a new director of Business and Community Services. Pat Comanitz will retire effective December 31st.
- **Funding:** There are some interesting proposals concerning funding. The committee is being chaired by Gordon Gee and includes many university presidents. Both course completion and degree completion will be part of the mix. They report that about 10% of funding now comes from completion. It will be increased to 50%. They are proposing to remove the access challenge and the earmarks for square footage which is problematic because of capital funding. There is a proposal to apply STEM weights to degree completion model. They are proposing awarding credit for Associate Degrees. This is especially important for us because if a student earns an Associate Degree why don't we award it? Another item of concern is that the line item allocation is proposed to be eliminated and all the money then goes to the central campus.

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

- **Finals Week:** Finals Week is December 10th—15th. An email was distributed with additional details concerning university policy regarding final exams.
- **Grades:** Final grade processing begins December 10th and closes at midnight on December 18th.
- **Spring Semester:** Spring Semester begins Monday, January 14th and commencement is Friday, May 10th.
- **Part-time Faculty:** Gritzan gave several presentation to the part-time faculty reviewing the emergency procedures. A little more than 50% of part-time faculty were able to attend. The FLAC system is going into effect in the spring semester. Full-time faculty will continue to receive workload letters.
- **Retirement:** Linda Warner will be retiring November 30th. Gina Ury-Morales has been hired and will begin her duties next week.
- **United Way:** The United Way continues this week and we are almost at our goal. Our goal is \$2800 and we are currently at \$2665. Kent State would like to see 45% participation and our participation is currently 22%. SAC is donating half of what they receive from the Thanksgiving lunches to the United Way.

C. Other Administrator Reports:

- **New front office staff:** Donley reported that there is a new staff member in the front office. Her name is Erica and she works from 11am--8pm.
- **Two new clubs:** Donley reported that there are two new student clubs trying to form on campus. The Veterans Club and Lions Club need faculty mentors. If you are interested, please see Laurie Donley.

X Announcements

There were no announcements.

XI Adjournment:

The meeting was adjourned at 12:59 pm.

Respectfully submitted,
Beth Osikiewicz,

Tuscarawas FC Secretary/Treasurer