

Tuscarawas Campus Faculty Council Meeting Minutes

October 8, 2012

Approved Minutes

Faculty Present: Baker, Bears, Beltz, Brindley, Cheng, Fuller, Gerbig, Graff, Green, Gurau, Harding, Hediger, Hoffman, Jewell, Jones, Kang, Lashley, Li, Minnick, Newman, Osikiewicz B., Patibandla, Pech, Petite, Rajagopal, VanFossen, Wang

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

I Call to Order: Lashley called the meeting to order at 12:05 pm.

II Approval of September 17, 2012 minutes

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

III Treasurer's Report

Osikiewicz reported that \$520 has been collected for the Tuscarawas Campus flower fund. The balance, as of October 2, was **-\$2.08**. Flower fund contributions of \$20 are still being accepted. Please make checks payable to Tuscarawas County University Foundation or TCUF.

IV Chairperson's Report

Lashley reported that RCFAC has not met since her last report, but will meet this coming Friday, October 12th. Much of that meeting will be devoted to a discussion with Sue Averill from the Provost's Office regarding the upcoming Faculty Excellence Awards process.

Lashley also made the following general announcements:

- The senior faculty have completed the reviews of the tenure-track reappointment, promotion, and tenure cases for TT faculty in their second year or later.
- For tenure-track faculty in the first year, the deadline for uploading your reappointment file to FolioWeb is November 30.
- As she mentioned at our September Faculty Council meeting, there will be a merit review this year, as indicated in the new CBA. The period covered will be April 1, 2010 to August 19, 2012. The process will be a little different than it was in the past, given that the CBA specifies that only 70% of the eligible faculty can receive merit. 60% of the available pool will be distributed by the faculty, and the remaining 40% by Dean Andrews. There will be no Provost's pool this time around.
- The next Dialogue with the Dean will be Monday, October 22.

V Faculty Senate Report

Minnick reported that there has not been a Faculty Senate meeting since our last Faculty Council Meeting. However, at the October 8, 2012 meeting, Faculty Senate:

- will be discussing a College of Applied Engineering, Sustainability & Technology application for the establishment of a Construction Management major within the existing Bachelor of Science degree. There currently exists a Construction Management concentration in the BS in Technology program, which will be inactivated upon approval of this new major. If approved, the new major will be effective for the Fall 2013 semester.
- will be discussing for endorsement the recommendation of the "Report of the Faculty Senate Commission Established to Evaluate Current Methods of Assessing Teaching Quality at Kent State University" section 1.9 which states: Comparative data currently referred to on the SSI as the "norming group" should be expanded for courses taught at the regional campuses based on more varied criteria. Currently, the entire regional campus is the only norming group used. These should be augmented to include additional data for similar courses taught on the Kent campus and by the corresponding department on the Kent campus (i.e., upper division psychology courses taught at the Kent campus would be an additional optional "norming group" for one taught at on a regional campus). Current data do show that disciplines have significantly different average course/instructor scores with humanities & foreign languages > social sciences > "hard sciences." Criteria for inclusion should be discussed with regional campus and departmental representatives. Jewell asked about norming courses within the regional campuses; for example, same courses across the regional campuses. Minnick indicated that this suggestion was not part of the proposal but would inquire about this during the Faculty Senate meeting.
- will be discussing for approval a request by the Faculty Chair and Executive Committee to appoint an ad-hoc committee to examine the suitability of the current SSI and the alternate one proposed by the "Report of the Faculty Senate Commission Established to Evaluate Current Methods of Assessing Teaching Quality at Kent State University" for courses taught by alternate methods of instruction such as fully or partly online courses and courses utilizing method such as the Mathematics Emporium, and to recommend whether the SSI form needs to be different for such courses and, if so, to recommend changes for such courses.

VI Committee Reports

Standing Committee Reports

A. Academic Affairs

Jewell stated that the committee considered the request for the new concentration in Bachelor of Science in Engineering Technology. Jewell stated that the B.S. in Engineering Technology currently has five concentrations and the proposal seeks approval for a sixth concentration. The information that the Academic Affairs Committee received was that the proposal is going to EPC as an information only item (no discussion, no vote). Jewell stated that the Academic Affairs Committee unanimously supported the proposal. The proposal will be discussed during new business.

B. Faculty Affairs

Gerbig reported that the committee is meeting weekly to discuss the handbook and the best approach to reorganize the handbook according to the new CBA. The committee has also been discussing the merit process.

C. Electronic Communications

Kang reported that the committee met last Tuesday. The discussion focused on the faculty webpages. The committee encourages all faculty to upload a picture and to update their personal information. Kang also reported that the committee will invite a Blackboard Learn support person to present a seminar on our campus.

D. Library

Green reported that the committee hopes to meet soon pending the outcome of the search process for the new library director.

E. Student Affairs

Wang stated the committee met last Thursday and discussed ways to encourage faculty to mentor students for the Student Research Colloquium. The committee will meet this Thursday to discuss modified procedures for the colloquium applications.

Ad Hoc Committees

A. Artist Lecture Committee

No report

B. Diversity Committee

No report.

C. Service Learning

The Service Learning Committee has met twice. Harding reported that the committee is working on developing a grant application to expand the service learning program.

D. Safety Committee

Gritzan stated that the committee will meet this Thursday.

VII Unfinished Business

There was no unfinished business.

VIII New Business:

- **New concentration in BS in Engineering Technology:** Lashley reported that there is a curriculum proposal submitted by Kamal Bichara to establish a new concentration (Product Development and Commercialization) in the B.S. in Engineering Technology. The supporting material was distributed with the agenda. Bichara stated there are currently five concentrations in the B.S in Engineering Technology. The new proposal is an exciting one because for the first time we have a degree proposal that has a well-balance of three components: 1) the science courses (Biology, Chemistry, Physics), 2) traditional Engineering Technology courses, and 3) business courses. The proposal started at the Geauga Campus. However, the Geauga Campus asked our Engineering Technology Department to take over the development of the program. Beltz asked how many students are anticipated taking part in this concentration. Bichara stated that the concerns are real about the additional sections needed to accommodate these students. Bichara believes that there are two options to address these concerns. First, we could prepare all the sections and staffing ahead of time and launch the program. The other approach, which the Engineering Technology Department has adopted on many occasions, is more of the manufacturing approach. If you have a new product, you test it first and then put the adjustments into effect. Bichara stated that as long as we have the commitment from Dean Andrews and Assistant Dean Halder to provide staffing on a limited basis as needed and if we determine we need additional staffing then we can make the hire. Bichara stated that he believes we should put the product on the market first and see if it is viable and then we can make the required staffing adjustments. However, Beltz pointed out that in order to put the product on the market, we need to have the seats available in classes to begin with. Unfortunately, the biology classes that are being added with the concentration are completely full. Beltz noted that these are laboratory classes and therefore not a single student can be added without adding another laboratory section. Therefore, it is hard to try out the product when we have no seats to try it in unless we add another section of each of those two courses immediately. Bichara said we will have the students at least a year from now or perhaps two years from now because the courses occur at the end of the program. Bichara asked Dean Andrews to comment on the ability to attract part-time faculty in those discipline areas. Dean Andrews stated that this is an important concentration if you begin to connect the dots with everything that we are trying to do to respond to the Regent's as well as the Governor's charge for us to be actively engaged in economic development types of programming and activities and securing employment possibilities for students going forward. This is more of a long term project with respect to this degree. Dean Andrews stated that we can re-evaluate the plan to see if we have additional staffing needs since these students will not immediately track into these

courses. Since it is difficult to find adjuncts in these disciplines that have the appropriate credentials, it would have to be part of the campus' vision and part of our long term staffing plan. Dean Andrews stated that these would be full-time tenure track appointments that we would need to pursue. Jewell stated that he believes that this concentration is going to be a magnet for grants for economic development from Ohio. Dean Andrews agreed and stated that this is an opportunity for us to go to the local business community and create significant scholarships for students. Osikiewicz asked whether there is any discussion about increasing the math requirement from Intuitive Calculus to Analytic Geometry and Calculus I. Bichara stated they are currently working on reinstating Tech Physics. Bichara hopes that as soon as we get Tech Physics, then we can bring back Tech Math II to the Associate degree. Afterwards, we can perhaps look at the Calculus course for the Bachelor's degree. Osikiewicz stated that the Trigonometry course listed on the program requirement sheet should be listed as a 3 credit hour course. Rajagopal proposed the motion to approve the new concentration in Product Development and Commercialization. Petite seconded the motion. The motion passed unanimously. Bichara congratulated Prof. David Graff on being a finalist for the Kent State University Outstanding Teaching Award.

- **Revision on the Policy Regarding Emeritus Status:** Lashley mentioned the current policy describes procedures for Kent Campus faculty but makes no mention of regional campus faculty. Lashley mentioned that there is no real substantive change in the proposal; it is just intended to bring the policy in line with the procedures currently used on the regional campuses. There was one sentence added: In the case of regional campus faculty, the recommendation is normally initiated at faculty council which then makes a recommendation to the campus dean. The Stark Campus faculty wants one additional change that will be discussed at the RCFAC meeting. Stark Campus faculty want to make sure that if the recommendation process starts at the department then the recommendation should come to the campus so that the campus has input on the recommendation. Dean Andrews wanted to know if there is anything that states that the campus can override a recommendation by the department. Lashley asked for feedback on this recommendation. There was no feedback offered. Jewell asked where the process ends. Lashley stated that the recommendation goes from the campus to the provost, then to president, and finally to the board of trustees.

IX Administrator Reports

A. Dean's Report

Dean Andrews reported on the following items:

- **Library Director Search:** Cherie Bronkar has accepted the offer of appointment of library director. She will begin her duties on November 12th.
- **Tollot Center Project:** We are still waiting for EDA to give us a ruling on our request for an extension. The Ohio Midwestern Government Association (OMEGA) has

recommended us to the Appalachian Regional Commission (ARC) for \$120,000 for furniture, fixtures, and equipment for the Tolloty Center.

- **Library Renovation:** Bids will go out in January. Therefore, the construction will begin after the spring graduation ceremony.
- **Rosenbury Early Childhood Education Lab:** The Rosenbury Early Childhood Education Lab was dedicated on September 19th. Dr. Pech and Prof. Brindley deserve recognition for their leadership in making this lab a reality.
- **Agribusiness Degree:** The Agribusiness degree is moving forward. There is a community program advisory board meeting tonight. The committee will see a draft of the proposed curriculum as proposed by the University of Nebraska. This draft will eventually be presented to Faculty Council.
- **Entertainment Design:** We are pursuing the development of a degree in entertainment design.
- **Current Searches:** We are launching three searches: Psychology, Sociology, and Nursing. We currently have a Nursing Search that is ongoing under Prof. Harding's leadership. The decision was made to defer the History search. Also, after consultation with the Math faculty, the math search has been deferred as well. Osikiewicz asked whether the three searches are TT or NTT searches. Dean Andrews indicated that they are all TT searches. Gritzan asked how many total Nursing positions we are looking for. Dean Andrews stated that we are currently looking for three Nursing faculty.

B. **Assistant Dean's Report**

Assistant Dean Haldar reported on the following items:

- **Midterm Grades:** Midterm grades can be submitted beginning October 11th. The deadline for midterm grades is October 16th.
- **Withdrawal Date:** November 4th is the last day for students to withdraw from a class.
- **Spring 2013 Registration:** Seniors begin registering today for spring 2013. Registration opens for all students on November 5th. She reminded everyone that the schedule booklet is online and that we will no longer be printing the schedule of classes booklet.
- **New Workload System for Adjunct Faculty:** There is a new workload system online for part-time faculty. The new system is called FLAC (Faculty Load and Compensation). The new system is paperless. The adjunct faculty will receive an email telling them to check their Flashline account to accept their load letter. Petite mentioned that there are adjuncts that don't have a kent email address. Assistant Dean Haldar said this will need to change. In addition, all clinicals will need to be in the banner system and adjuncts will need to be assigned to their classes sooner. Petite asked when adjunct faculty need an email address to use for this semester. Haldar asked her to consult with her after the meeting.

- **Resignation:** Melissa Smith has resigned and her last day is Friday. Therefore, if you need to reserve any rooms, please contact Dr. Haldar.
- **United Way Campaign:** The United Way Campaign continues. We are currently 1/3 of the way to our goal. The co-chair for the United Way Campaign is Mike Morelli. Morelli stated that he currently has the forms and informational pamphlets available.

C. Other Administrator Reports:

- Gritzan asked faculty to check the hardware in the classrooms and if there are any instances where something is not working properly to let him know.

X Announcements

There were no announcements.

XI Adjournment:

The meeting was adjourned at 12:54 pm.

Respectfully submitted,

Beth Osikiewicz,

Tuscarawas FC Secretary/Treasurer