

Tuscarawas Campus Faculty Council Meeting Minutes

September 17, 2012

Approved Minutes

Faculty Present: Auld, Baker, Beltz, Brindley, Crume, Engohang-Ndong, Feng, Fenk, Fishel, Fuller, Gerbig, Graff, Green, Gurau, Harding, Hediger, Hoffman, Jewell, Jones, Kang, Lashley, Li, Liptok, Macquarrie, Minnick, Newman, Osikiewicz B., Pech, Petite, Powers, Rajagopal, Roman, VanFossen, Wang

Administrators Present: Andrews, Donley, Gritzan, Haldar

I Call to Order

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

II Approval of April 9, 2012 minutes

Lashley corrected two typos on the April 2012 minutes. There was unanimous approval of the corrected minutes (VanFossen/Liptok).

III Treasurer's Report

Osikiewicz reported that the Tuscarawas Campus Flower Fund has a **negative \$522.08** balance. Deposits during the first nine months of 2012 were \$110 in dues and \$200 collected from the spring picnic. Expenditures during this time totaled \$975.50 (\$738.99 for flowers and \$236.51 for the spring picnic). Dues for academic year 2012-2013 will be discussed during New Business.

IV Chairperson's Report

Lashley reported that RCFAC met on Friday, September 14. At that meeting, RCFAC:

- reviewed the procedures for conducting RTP reviews
- learned that information regarding the upcoming Faculty Excellence Awards ("merit") process will be forthcoming soon
- worked on proposed changes to the University policy regarding granting Emeritus status to retired faculty. (The current policy makes no mention of regional campuses!) A draft of the new proposed policy will be on the agenda for our October Faculty Council meeting, because RCFAC would like to get faculty input before sending the policy forward.
- were updated regarding the status of a discussion that RCFAC had been having via email for the past month, regarding some proposed changes to the borrowing policies of the KSU library system. A new borrowing policy had been scheduled to go into effect that would have made some major changes to existing policy, by greatly shortening the

borrowing period, significantly increasing the fines for overdue books, and modifying the policy regarding lost books in ways that would have been very punitive. RCFAC, on behalf of the faculty, strenuously opposed the policy, partly on the grounds of objecting to the policy changes themselves, but also because no one at the regional campuses was ever consulted. Dean Bracken of Library and Media Services responded quickly to our concerns, has backed off on most of the proposed changes, and has sent the policy back to the Faculty Senate Library Committee for further review and discussion.

Lashley made the following general announcements:

- The senior faculty will be meeting Tuesday, September 18, to review the RTP files. There is only one promotion and tenure case and six reappointment cases.
- For tenure-track faculty in the first year, the deadline for uploading your reappointment file to FolioWeb is November 30.
- 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 has been in the past, given that the CBA specifies that only 70% of the eligible faculty can receive merit. The Provost's pool has been eliminated. 60% of the available pool will be distributed by the faculty, and the remaining 40% by Dean Andrews. Hoffman asked if the application for merit was completed online. Lashley informed her that it was not.
- Standing committee assignments should be in your mailboxes. She tried to accommodate everyone's preferences, but that wasn't always feasible. The committees would have been extremely imbalanced (in more ways than one!!!) if she had given everyone their first choice. If you did not submit a form or did not express your preference to her somehow, she simply put you where you were most needed. In a couple of cases she had the luxury of being able to select from multiple volunteers to chair a committee. In those cases, she made the decision by giving preference to junior faculty who have not yet chaired a standing committee.
- First Dialogue with the Dean will be Monday, September 24.

V Faculty Senate Report

Lashley reported that at the April 9th meeting, Faculty Senate:

- elected new officers for AY 2012-2013.
 - Paul Farrell was re-elected as Chair.
 - Don White is Vice-Chair.
 - Vanessa Earp is Secretary.
 - George Garrison was elected to the At-Large Executive Committee position.
- unanimously approved proposed changes to the university Reappointment Policy. The changes are minor, mostly removing references to the Boyer Model and the Executive Dean for Regional Campuses, and bringing the reappointment policy into alignment with the promotion and tenure policies, which had been previously revised.

Lashley reported that at the May 7th meeting, Faculty Senate:

- approved a proposal to raise the minimum GPA for bachelor's degree candidates to

graduate with institutional honors, to 3.5 for cum laude, 3.7 for magna cum laude, and 3.9 for summa cum laude. The policy goes into effect with students entering under the Fall 2012 catalog or later.

- voted against a proposal that would have required that students satisfy their Writing Intensive requirement with a course taken at KSU.
- unanimously approved a reorganization of the faculty and courses of the College of Public Health into four departments: 1) Environmental Health Sciences, 2) Epidemiology and Biostatistics, 3) Health Policy and Management, and 4) Social and Behavioral Sciences. These changes became effective in July.

Minnick reported that at the July 16th Faculty Senate meeting:

- Provost Diacon discussed plans to visit each academic department over the next two years to tour spaces and hear concerns of the faculty.
- Provost Diacon discussed plans to form a steering committee to create a strategic plan for Academic Affairs, to be completed by the end of the 2013 academic year.
- President Lefton stated that, contrary to reports, he would still be attending Senate meetings. He did say that he would be attending fewer Senate Executive Committee meetings but that Provost Diacon would be at all of them since the discussions there were more in line with his responsibilities.
- The Senate voted to approve four EPC generated revisions to University Policies, all of which were revisions to ensure wording consistency across policies or clarification of already existing wording.
- The Senate voted to approve the establishment of an EPC generated University Policy to handle leaves of absence and reenrollments for graduate students. Currently, these are handled on an ad-hoc basis with no formal rules for guidance.
- The Senate voted to grant the College of Podiatric Medicine one faculty observer on the Senate and one faculty observer on the EPC (Graduate Council) who will have the right to address these bodies but not vote.

Minnick also reported that at the September 4th meeting:

- President Lefton stated that the Fall 2012 incoming freshman class had the highest average GPA of any previous incoming class in Kent State history. He attributed this to aggressive recruiting efforts for highly ranked high school students.
- President Lefton presented a short video outlining the current and near future renovation and construction plans on the Kent Campus.
- President Lefton presented a short video highlighting the University's and city of Kent's partnership and progress for the ongoing revitalization of the Kent downtown area adjacent to campus.
- The chair of the University Council on Technology presented a report on last year's activities as well as tentative plans for this year.
- Senate Chair Farrell made a call for nominations to the FaSBAC (Faculty Senate Budget Committee). ***Note: If anyone is interested in serving on this committee, let either Steve Minnick or Robin Lashley know and we'll forward your name to Chair Farrell.***
- The Senate discussed revisions to the University Policy regarding administration of

student conduct. The revisions were made to “update terminology, provide for consistent application, and reflect national best practices.” Various senators questioned some of the changes and requested minor alterations, which were agreed to by the presenter (Greg Jarvie, Vice President for Enrollment Management and Student Affairs). The policy will be revised and brought back to the Senate for approval at a later meeting.

VI Committee Reports

Standing Committee Reports

- A. **Academic Affairs:** No report.
- B. **Faculty Affairs:** No report.
- C. **Electronic Communications:** No report.
- D. **Library:** No report.
- E. **Student Affairs:** No report.

Ad Hoc Committees

- A. **Artist Lecture Committee:** No report.
- B. **Diversity Committee:** No report.
- C. **Service Learning Committee:** No report.
- D. **Campus Safety Committee:** No report.

VII Unfinished Business

There is no unfinished business.

VIII New Business

Dues for flower fund: Given the negative balance of the flower fund, Osikiewicz made a motion that the dues for the Tuscarawas Campus Flower Fund be increased from \$10 to \$20 for this academic year. The motion was seconded by Auld. The motion passed unanimously. Osikiewicz mentioned that checks should be made out to the Tuscarawas County University Foundation. Cash payments will receive a receipt.

IX Administrator Reports

A. Dean's Report

Dean Andrews reported on the following items:

- **Library Director Search:** The Library director search has one more candidate interview scheduled on Tuesday, Sept 18. The search committee has done an excellent job of moving this along very quickly.
- **University Council on Technology:** The University Council on Technology is still looking for a volunteer to serve on the committee. Minnick added that he has a list of the types of items that are addressed by this committee if you are interested before you volunteer.
- **Fall Enrollment:** Fall enrollment is the second highest concurrent enrollment in the history of the campus. We were up about 1%. Concurrent enrollment represents every student that registered for a class. Preponderant students are the students that take the majority of their classes on our campus. Our preponderant enrollment is down 4.34%. Many of our students are taking classes throughout the system. Funding is based on FTE and our FTE is down 4.91%. More students are taking fewer classes in general and are taking fewer classes on the campus. We were budgeted for a 3% increase so we are looking at lower revenue than anticipated because of the decline in FTE. In light of the decline of our preponderant enrollment, Laurie Donley is gathering data and information. These items will be reviewed as we develop our plan for next fall's recruiting class.
- **Tolloty Center Project:** The Economic Development Administration has approved the specifications and given the authorization to go to bid. We have requested an extension on that construction project to break ground in the spring rather than deal with winter conditions and the cost associated with that.
- **Library Renovation Project:** The library renovation project is scheduled for summer 2013. We will go to bid on that project in November or December and be ready to go on that project right after commencement.
- **Agribusiness Degree:** We are making good progress on the development of the Agribusiness Degree. Recall that the Board of Regents has given us authorization to develop this degree. We continue to work with consultants from the University of Nebraska in the design of that program since they have the nation's leading program in agribusiness. Our target date is Fall 2014 to launch the program. We are moving ahead with the creation of the advisory board that will be part of the review process. The curriculum will ultimately come to Faculty Council.
- **Lockdown Drill:** We will be running a lockdown drill on the campus. This drill will not be announced; however, we will be notified that it is a test. We are to follow established protocols during the test. This means that you should secure your room, turn off the lights, and seek cover. We anticipate that there will be a number of officers on campus because they will be running a full response. We are continuing to look at other issues in terms of safety and security on the campus including the ALICE training. The September 12th training was well attended. Another training session will be offered on October 2nd. All faculty and staff are encouraged to participate in the ALICE training.

Hoffman asked what the individuals in the hall should do when the lockdown occurs and everyone locks their doors. Dean Andrews stated that before you lock your classroom door you should check the hallway and ask anyone in the hall to come into the classroom. Once you have secured the room, turned out your lights, and sought cover, you DO NOT OPEN THE DOOR. If individuals bang on the door and identify themselves as the police, you do not open the door. Doors are not to be opened until the "All Clear" is given. Dean Andrews stated that we could discuss this matter in greater detail at the Dialogue with the Dean and asked Gritzan to be available that day for questions.

B. Assistant Dean's Report

Assistant Dean Haldar reported on the following items:

- **United Way Campaign:** The United Way Campaign has begun. The letter and pledge form is in our mailboxes. Mike Morelli and Assistant Dean Haldar are co-chairs. Pledge forms can be returned to Morelli or Haldar.
- **Spring 2013 Schedule:** The Spring 2013 schedule went live today. We are working in banner to get it as accurate as possible. We will no longer print the schedule of classes booklet. Registration begins October 8th.

C. Other Administrator Reports

- Gritzan announced that the tennis courts reached a point where they were unsustainable. They will now be used as overflow parking lots.
- Donley thanked everyone that helped with the Pandemonium in the Parking Lot. Last Friday was the deadline for new club registration, but she will accept them today.

X Announcements

STRS Pension Reform Townhall: C105 has been reserved for the live streaming of the STRS Pension Reform Townhall. The live stream will be on Friday, September 21, at 11:00 and again at 2:00. All are welcome to attend.

XI Adjournment

The meeting was adjourned at 12:47 pm.

Respectfully submitted,
Beth Osikiewicz, Tusc FC Secretary/Treasurer