

**Kent State University
Tuscarawas Campus**

**Faculty Council Meeting
October 10, 2011
Unapproved Minutes**

Faculty Present

Bears, L. Brindley, Carlton, Crume, Engohang-Ndong, Fenk, Fishel, Fox, Fuller, Green, Harding, Hediger, Hoffman, Jewell, Kang, Lashley, LI, Minnick, B. Osikiewicz, Ossler, Pech, Porr, Powers, Quesada, Thomas, Van Fossen, Wang, Willey

Administrators Present

Andrews, Bailey, Banker, Bichara, Gritzan, Haldar

I. CALL TO ORDER AND INTRODUCTIONS

The Tuscarawas Campus Faculty Council Meeting was called to order at 12:06.

II. APPROVAL OF THE MINUTES

The minutes of the September meeting were accepted.

III. TREASURER'S REPORT

Nottingham reported that he now has possession of the flower fund book and the total is \$385.10. Nottingham pointed out this total is low since most arrangements are \$40 to \$50. Donations are still being accepted. Dues are \$10.

IV. CHAIR'S REPORT

B. Osikiewicz reports the following:

- RCFAC does not meet until this Friday, October 14, 2011, so there is no new information to report from that committee.
- Recently I requested the final report and recommendations of the Lovejoy Commission on Student Evaluations. You should have received that report via email.
- If interested in serving on Faculty Senate Budget Advisory Committee (FaSBAC), please let me know immediately so that I can submit your name for consideration.
- Deadline to apply for Faculty Professional Improvement Leave (FPIL) is October 15. Please contact Carla immediately if you plan to apply.

- Guidelines for NTT Performance Reviews have been distributed via email. If you have any questions, please let me know. Files are due via FolioWeb in January.
- Guidelines for NTT Promotion Review have been distributed. NTT bargaining members who have completed six (6) consecutive years of employment and two (2) successful Full Performance Reviews may apply for promotion at the time of their second Full Performance Review or with any scheduled performance review thereafter. Faculty who stand for promotion will be evaluated by a College Non-tenure Track Promotion Advisory Board (NPAB)
- The names of faculty volunteering to serve on the Provost's Regional Campus Tenure Advisory Board (RCTAB) and Regional Campus Promotion Advisory Board (RCPAB) have been submitted. This year Steve Minnick and Chris Fenk volunteered for RCPAB and Beth Osikiewicz volunteered for RCTAB. The Dean of each regional campus will also submit names. The Provost will choose the committee based on the names submitted. Ideally there will be one faculty member from each campus on the committee.

V. FACULTY SENATE REPORT

Lashley reports:

At the September 12 meeting, Faculty Senate:

- Held elections for the Committee on Administrative Officers. The results will be announced at today's meeting.
- Discussed a policy by which courses will move from "active" to "hold" status in the Banner course inventory if they have not been taught for five or more consecutive years; courses that remain on hold status for three consecutive years would then be inactivated. This policy was actually crafted in 2007 with the arrival of Banner but has not yet been implemented since five years had not yet passed since the development of the policy; it is scheduled to go into effect in January of 2012. Senators raised many concerns regarding the policy, all centering on the fact that the normal channels for revision of curriculum are bypassed by the policy, giving faculty no input. Senate unanimously passed a resolution asking that the policy be returned to EPC for recommended revision that would allow departments or schools to respond before a course is inactivated.
- Discussed several proposed minor changes to the bylaws of Faculty Senate.
- Faculty Senate meets today, but the agenda had not yet been finalized as of Friday.

- The Faculty Senate Fall Forum will be held this Friday, October 14, to discuss the Report of the Faculty Senate Commission Established to Evaluate Current Methods of Assessing Teaching Quality at Kent State University, headed by Dr. Owen Lovejoy.
- Summary of the findings of the Lovejoy Commission:
- Virtually all U.S. universities, both public and private, continue to rely on the three traditional teaching evaluation components: 1) student questionnaires, 2) peer reviews, and 3) examination of course materials (syllabi, lecture materials, exams, etc.).
- Although there has been little change in the methods used, a great deal of research has been devoted to studying the relative value of the three components, with the student questionnaire having emerged as the single best indicator of teaching effectiveness.
- Student ratings are generally multidimensional; reliable; relatively valid; relatively unaffected by a variety of variables that many faculty regard as potential biases; perceived as useful by students, faculty, and administrators; and indicative that the value students perceive a course as having is more a function of the quality of instruction than it is a function of the course itself. In short, many of faculty's standard objections to student evaluations are "essentially myths."
- Peer reviews, on the other hand, are not particularly valid measures of teaching performance.
- Student response rates can be measurably improved (in some cases, by a factor of 5) if surveys are conducted electronically rather than in our current paper-and-pencil format.
- Student evaluations of instruction are a more valid indicator of the actual learning outcome of a course when evaluations are compared for different sections of the same course taught by different instructors.
- The average of global ratings of instructional effectiveness explains a greater percentage of the variance in student learning outcomes than does the average of ratings of specific dimensions of instructional performance.
- Student evaluation of instruction is a form of student empowerment that plays a major role in student satisfaction and can potentially improve current rates of student retention.
- One of the only factors that have been shown to bias student evaluations is the instructor's discipline. Faculty in the humanities gets significantly higher ratings than faculty in the social sciences, which in turn get significantly higher ratings than faculty in the "hard sciences."

- Summary of the recommendations of the Lovejoy Commission:
- The three traditional pillars of evaluation should continue to serve as the primary sources of data for the assessment of teaching at KSU.
- Global ratings of instruction should be given more weight than ratings of specific dimensions when assessing teaching effectiveness as part of RPT decisions.
- The most valuable information on student evaluations is found in the narrative comments (although these are highly positive correlated with the numerical ratings), and therefore the new form should have fewer Likert-scaled questions and more open-ended questions.
- To avoid “response fatigue”, the new form should have fewer questions overall, and the open-ended questions should come first.
- The current paper form should be abandoned and replaced with an all-electronic form. The evaluation form should be made available via a special web portal that will open immediately after an instructor submits final grades for the course. Students, who complete the form, or perhaps just certain critical questions on the form, would then have earlier access to their course grade as a reward for their participation.

Fenk points out students will need to fill out five evaluations in a row and that will increase student fatigue instead of alleviating it.

- Results of the Likert-scaled questions should be made available, in summary form, on a secure website that is accessible by the entire University community: students, faculty, and administrators. Full results, including narrative answers to the open-ended questions, should be made available to faculty and administrators.
- For regional campus faculty, the “norming group” should be expanded beyond the entire teaching staff of the campus. Additional norms should be provided for similar courses taught on the Kent Campus and/or by the corresponding department on the Kent Campus.
- Likert scales should be expanded from the current 5-point scale to a 7- or even 9-point scale (to provide better differentiation on the upper end).
- A version of the SSI should be made electronically available to students at mid-terms; the results of these should be made available to the instructor only.
- The peer review process should be somewhat standardized, partly by the creation of a form that would encourage adherence to general guidelines across departments and would include some of the same Likert-scaled

questions from the student form, so that peer perceptions could be directly compared to student perceptions.

- During the third year, and again during the fifth (final) year, of a tenure-track faculty member's probationary period, candidates should prepare a formal teaching portfolio that will be sent to external reviewers for evaluation, comparable to what we currently do for assessing the scholarship of candidates for tenure or promotion.

Quesada queries how learning is measured in this report and who actually makes up the commission. Lashley replies that scores on standardized tests are taken into account, but she is unclear as to how individual departments will measure effectively. Lashley also provides a list of committee members to Quesada.

VI. COMMITTEE REPORTS

STANDING COMMITTEE REPORTS

A. Academic Affairs

Porr report that the Academic Affairs committee met on September 27th and had two orders of business:

- Voted regarding the request from Sutherland to drop a social science elective and replace it with a Kent Core mathematics course within the Associate of Applied Science in Veterinary Technology Degree program.
- Voted to create a new Computer Applications and Support Certificate consisting of five existing COMT courses upon request from Charlene Fox.

Both votes were unanimous in favor.

B. Faculty Affairs

Minnick reports the Faculty Affairs Committee held its first meeting this semester on Tuesday, October 4 2011. The committee discussed Charge #3, the procedures for a representative Faculty Council, and Charge #2, an alternate time for Faculty meetings. The committee has no proposals on either charge to present to the faculty at this time.

C. Electronic Communication

Wang was unable to appear but provided the following announcements for B. Osikiewicz to make:

- The Electronic Communication Committee had the first meeting on Oct. 5,

2011. We discussed our charges and proposed our plans for this academic year.

Our committee will continue update, improve, and oversee faculty web page(s), encouraging all faculty to participate.

The set up for the new faculty profile has been finished. Now IT group is working on replacing the old faculty list on our campus website by the new faculty profile. This profile is user friendly and has many features. It will be categorized by Departments. To update the information in the profile will be straightforward. For now, faculty members are encouraged to **view** and **edit** your personal profile through <http://cmsprod.uis.kent.edu/profiles/myprofile>. Login info are same as your Flashline. If you have your own webpage, the URL can be added below the contact info. Our committee will invite Jason to give a presentation on how to edit the faculty profile in the near future.

- Our committee will assess faculty needs for web-based or web-enhanced instruction and continue to offer workshops based on faculty's technological needs. University is in the process of upgrading from Blackboard Vista to Blackboard Learn. Faculty will have time until end of Summer 2012 to prepare for and migrate to Blackboard Learn. It is said that the Blackboard Learn has more superior features than Vista. Our committee will organize presentations and ask Kent people to come down to our campus for a training session.
- Another charge for our committee is that considering whether there is a continued need for electronic communication committee to remain as a standing committee of Faculty Council. Our members agreed that the committee should stand

D. Library

Green reports the library committee met on Thursday, September 29, 2011 and discussed the following items:

- Bound periodicals are in the process of being removed from the library to create more open space. Faculty is reminded to provide the titles of periodicals they wish to keep to the library staff (Deb) as soon as possible.
- We also discussed options for separating 'quiet' from 'loud' spaces in the library, to provide a niche for students that need silent study environments and a separate niche for students to have discussion/study groups.

- Faculty members are reminded that they have an allotment of \$500 per academic year (does not roll-over) for library materials – this is not limited to books, but can include DVDs, hands-on class materials, etc.
- At the end of Spring 2011, students polled regarding their opinion on the possible replacement of bound textbooks with electronic textbooks (E-books). We are going to follow-up the student survey with a new survey to gauge faculty interest and/or opinion in the possible use of E-books. This new survey will be released in Spring 2012.

Willey asks if students preferred e-books or print textbooks according to the previous survey. Banker replies that students overwhelmingly do not have access to Internet at home and cannot access e-books and that students prefer print books.

E. Student Affairs

Powers reports:

The Student Affairs Committee met on September 29, 2011, to determine a date for the 2011-2012 Student Research Colloquium. That date is Tuesday, April 17, 2012. Information and application forms for proposals will be placed in faculty members' mailboxes this week. November 14, 2011, is the deadline for proposals.

Dean Andrews joined the committee to discuss possibilities for funding student research beyond our local Colloquium. He offered for consideration the suggestion that a portion of the Colloquium budget be delegated to fund registrations fees and/or travel expenses for deserving students presenting at conferences.

The Committee also discussed the following issues:

- Deadlines for Colloquium proposals, mid-term progress reports, and final paper submissions
- Aims of the Colloquium, including strategies to increase selectivity to approximate refereed conferences in the disciplines
- The Colloquium as a public display of the Tuscarawas Campus commitment to intellectual/academic inquiry and research
- Ways to extend recognition of student researchers and faculty mentors
- Ways to encourage more detailed proposals
- Feasibility of a shift to electronic submission procedures, perhaps via FolioWeb
- Establishing specific criteria (a rubric) by which to evaluate Colloquium proposals

- Documenting the full range of student research that takes place but is not widely publicized, including research in service-learning
- Establishing a scholarship fund reserved for student research, securing grants for student research, and identifying potential sponsors for student research

Ad Hoc Committee

A. Service Learning

Willey reports that the service-learning committee met the previous week. S-L committee looked back on past strategic plan goals and devised new directions taking into account past success.

Community Partner Workshop will take place on November 18th. Anybody not involved in S-L can attend, but needs to e-mail Willey for an official invite.

Service-Learning celebration will take place on November 30th

In order for students to receive service learning certificates Willey needs a copy of one contract between community partner and S-L leader and a copy of an e-mail that states there is no Holds Harmless necessary or the copy of a Holds Harmless form.

Willey is collecting electronic projects to showcase on the Service-Learning website

B. Diversity

Davis – Patterson not present, but provided Powers with the following announcement:

The first meeting for the Diversity committee will be on October 13th at noon in dean's conference room

Quesada adds that it is important that we participate in the culturally diverse menu lunch; individuals can be reimbursed for the cost of the dish

C. Artist Lecture

Davis – Patterson not present, but provided B. Osikiewicz with the following announcement:

Kent State University – Tuscarawas will feature speaker and author John Elder Robison in a One Book, One Community Event co-sponsored by the Tuscarawas County Literacy Coalition in the auditorium of Founders Hall on Monday, October 10 2011 at 7pm

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

B. Osikiewicz proposes two bits of new business:

Southerland states that on the recommendation of Dean Thomas he wishes to drop a social science elective and add in a Kent Core Math class, leaving one social science elective, one humanities elective, and one mathematics class.

B. Osikiewicz asks if Southerland knows what math electives are options for students. Southerland answers there is a complete list of potential classes including mathematics and critical reasoning, introduction to computer science, and including Math 11008, 11009, 11010 and all the way up to 14002 and Philosophy 21002. B. Osikiewicz asks if Vet tech students take basic algebra 4. Southerland replies that they typically only take 1 – 3 and this math elective will be in addition. B. Osikiewicz points out students cannot take Algebra for Calculus unless they take Algebra 4.

Vote to amend elective schedule is approved unanimously.

Hoffman seeks approval for a new computer certificate. It will contain five computer technology courses, for a total of 16 credit hours. No new courses will need to be created. They are all introductory courses and do not require prerequisites. A student could take all 16 hours in a single semester. This certificate provides students with introductory skills in a wide range including: office productivity software, programming languages, web page development, product management, and database management.

The certificate is designed to meet the needs of a new company named rural logic, an IT based company considering relocating in the area and want to hire up to 200 employees with skills this certificate addresses.

Dean Andrews adds that Rural Logic is new company to our area, but have used model of hiring in surrounding states and are looking at our area for a potential hub. 200 – 250 jobs are possible. University requested by company to develop this certificate and it is important development occurs quickly to prevent lag between opening of plant and having hirable students.

Fenk asks why the certificate is needed when the student can take all the courses anyway. Dean Andrews answers that a certificate will provide them with an entry-level credential that can aid them in becoming employed. Also, federal financial aid can be granted to student if working towards a certificate.

Fenk asks what the salary will be. Dean Andrews answers that the salary will be \$15-18 an hour. Also informs us that Rural Logic has said they are not creating a call center, but in any business such as this there will be some call center functionality.

Vote to create new certificate is approved unanimously.

IX. ADMINISTRATIVE REPORTS

A. Dean's Report

- Dean Andrews reports that the 2012/13 budget projections are being worked on. Staffing plan and enrollment are under consideration in relation to new program development and commitment to students at the upper division level. Attempting to project into next year as best as possible.
- Mediation for Lexington insurance on November 29th.
- Board of trustees vote tomorrow on whether or not to continue negotiations on Atwood
- Marquee on high avenue in progress, planned to be done by mid October
- Making progress on punch list in PAC.
- Finalizing Tillotie design; over budget and reevaluating using value engineering.
- Purchased county home for \$240,000 when appraised value is \$638,000. The additional 15.1 acres the county home sits on is worth the cost of purchase alone. This land is critical to long-term development north of University drive. Two proxies bidding and no idea who they were bidding for, wanted to make sure that nothing unsavory goes in next to campus. Closed on 10/27 but no immediate plans for use.
- Dean Andrews provides a reminder to use early alerts and to have at least 5 hours of posted office hours to best serve our at-risk students.
- Connie Espenscheid, former director of admissions, has requested emeritus status. The process for unclassified staff needs a recommendation from faculty and will be then elevated up the chain to Board of Trustees. Given that many people don't know Connie the dean requests that B. Osikiewicz formulate a special committee of people who worked with Connie to formulate a recommendation. Osikiewicz asks why Espenscheid is asking for emeritus status now. The dean can provide no answer.

B. Assistant Dean

- Spring registration for seniors starting today

- Midterm grades for fall start next week, October 13th.
- Day before thanksgiving classes end at noon on Nov 23rd
- Spring semester starts January 9th
- New Program Development Task Force has recommended consideration of a bachelor of science in agribusiness. Survey indicates a large amount of interest in this degree. On this information a letter has been drafted to the OBR and the academic affairs committee will eventually be presented with this degree for a vote. A focus group with community members is scheduled and preliminary results indicate there are numerous individuals willing to participate in this new program.
- Haldar points out that agribusiness is a generic term used for many different aspects of the food production, including farming, contract farming, seed supply, agrichemical, farm machinery, wholesale distribution, processing, marketing, and retail sales. It is not just cows and plows.

C. Other Administrative Reports

None

X. ANNOUNCEMENTS

None

XI. ADJOURNMENT

Meeting was adjourned at 12:56.