

Tuscarawas Campus Faculty Council Meeting Minutes

September 9, 2013

Faculty Present: Akpan, Auld, Baker, Bears, Berlin, Brindley, Cheng, Fenk, Fuller, Gerbig, Graff, Green, Harding, Hoffman, Jewell, Jones, Kang, Kangas, Keiller, Lashley, Li, Minnick, Osikiewicz B., Ossler, Patibandla, Pech, Petite, Rajagopal, VanFossen, Wang, Willey

Administrators Present: Andrews, Bronkar, Donley, Haldar, Morelli

I Call to Order

Willey called the meeting to order at 12:05 pm.

II Approval of April 8, 2013 minutes

Unanimous approval of the April minutes (Minnick/VanFossen)

III Treasurer's Report

Green reported that there were no withdrawals and one deposit of \$5 on July 8, 2013 to the Flower Fund, with the current balance standing at \$602.70. Flower Fund contributions for this year are \$20 and are now being accepted by Green, via either cash or check (made out to the "Tuscarawas Campus University Foundation"). Green also requested that if a committee chair or administrator has a written version of his/her oral report to please send it to him after the meeting has concluded.

IV Chairperson's Report

Willey reported that RCFAC last met May 13th; Lashley (2012-2013 faculty chair) attended that meeting and gave the report. At that meeting, RCFAC:

- Attempted to bring closure to last year's work. Two items from 2012-2013 agenda that will be continued into this year:
 - Whether or not to create common **weighting** section that would be incorporated into all Regional Campus handbooks, regarding evaluating work of Tenure-Track faculty.
 - Re-evaluation of appropriate norming groups for SSIs; half of RCFAC voted to abolish norming groups entirely, the other half of the committee voted to revise the norming groups. The issue remains unresolved.
- Next meeting will be by Friday, September 13, 2013
- The 2012-2013 RCFAC membership includes: Gary Ciuba (Trumbull; continuing; Chair); Brian Castellani (Ashtabula; new member); Eric Miller (East Liverpool; continuing); Joe Muscatello (Geauga, continuing); Robert Remedio (Salem; continuing); Thomas Norton-Smith (Stark; new member); Nicole Willey (Tuscarawas; new member).

Willey also reported the following campus news:

- Selection of standing committee chairs and charges is now completed and the list of committee memberships will be disseminated later this week.
- Senior faculty need to attend a short meeting in the Dean's conference room to gather RTP charges for this year. Willey reported that her recommendation letters for RTP are due September 30, 2013.
- Discussion on whether to invite members from the Presidential Search Committee to our campus. Fuller voiced the opinion that we should invite them to campus to establish that regional campuses are real entities in the University system and are important to this process. There was no objection to Willey voicing our interest to RCFAC in having the Presidential Search Committee come to campus to hear our feedback.
- There is a new Online SSI committee that is being established; this committee is charged with thinking through the process of having online SSIs, as opposed to paper SSIs. Willey made it clear that the decision to move to all online SSIs has not been made; the issue is still under consideration.
- All mentors and mentees have been assigned for this academic year. Both parties are encouraged to get in contact with one another. New mentees can see Willey if there is trouble making first contact with their established mentor.

V Faculty Senate Report

Minnick reported that there have been three Faculty Senate meetings since the last faculty meeting.

At the April 8, 2013 meeting, Faculty Senate:

- conducted elections for next academic year's Senate Executive Committee. All currently serving committee members were reelected. They are:
 - Chair: Dr. Paul Farrell, Computer Science
 - Vice Chair: Dr. Donald White, Mathematical Sciences
 - Secretary: Dr. Vanessa Earp, University Libraries
 - At-Large: Dr. George Garrison, Pan-African Studies
- approved a revision of the Graduate Admissions Policy to bring it in line with current practices and to raise admissions standards.
- approved the establishment of three new Master's Degrees and one new Major within the College of Architecture and Environmental Design.
- approved the establishment of a Nursing Practice Major within the Doctor of Nursing Practice degree.
- discussed a motion to amend Senate Bylaws to allow inclusion of faculty representation for the College of Podiatric Medicine (COPM). Amendment is needed since this college's faculty is not currently a part of the FT-TT or FT-NTT faculty, as required by current Senate Bylaws. The motion was tabled in order to obtain more input from both the University and the COPM faculty. COPM representation on Faculty Senate is necessary for COPM accreditation.

At the May 13, 2013 meeting, Faculty Senate:

- heard President Lefton state that he intends to “double down” and not slack off on getting things finished prior to retirement.
- continued debate on the incorporation of the College of Podiatric Medicine faculty into the Kent State Faculty Senate and other shared governance responsibilities.
- approved two new University Policies on international travel and relationships with institutions abroad. These new policies codify already existing current practices.

At the June 15, 2013, Faculty Senate:

- heard Provost Diacon announce his appointment of Dr. David Dees, Associate Professor of Cultural Foundations, as the interim director of the Faculty Professional Development Center (FPDC). Dr. Dees stated that he will be putting together a steering committee to determine what the faculty want and need out of the FPDC.
- approved the merger of the Departments of Environmental Health Sciences and the Department of Epidemiology and Biostatistics. The two departments overlap on majors and the move will save the departments a substantial amount of money. Both department’s faculty overwhelmingly approved the merger.
- approved the establishment of an Agribusiness Major at the Tuscarawas Campus.

The next meeting will be Monday, September 9, 2013. At that meeting, Faculty Senate will discuss concerns about the releasing of names of Presidential Search candidates, continue discussion on the College of Podiatric Medicine, and will also continue discussion of moving to online SSIs. There is no vote currently scheduled for moving to online SSIs.

Fuller commented that there have been four meetings to discuss inclusion of College of Podiatric Medicine into Kent State Faculty Senate. Minnick went into detail regarding the problems with this inclusion and the issues that remain to be resolved.

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

Willey reported (on behalf of Davis Patterson) that there will be a new Constitution Day Program on Tuesday, September 10, 2013 by Dr. Todd Hartline, called "The Constitution and American Unity."

B. Diversity Committee

No report

C. Service Learning Committee

No report

D. Safety Committee

No report

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:

- Enrollment numbers will be run today at 5 pm. The August 1st enrollment projections for this academic year will be met. The budget will be revised accordingly; no major changes will be implemented aside from those mentioned at the Fall Kick-Off Meeting in August.
- There is a new task force on enrollment for the 2013-2014 Academic Year. There

- was note that other institutions have used a G.E.M. committee (Growth and Enrollment Management) and there will likely be a task force that follows this best practice.
- Higher education enrollment across the United States is down approximately half-a-million students; these mainly fall into the non-traditional student demographic.
 - Andrews encouraged faculty and administrators to visit the newly renovated library, if they have not already. The library is now called the "Academic Learning Commons."
 - The Tolloty Project is approximately one month behind schedule due to the predominantly wet weather this past summer.
 - There will be two re-accreditation visits to our campus this semester. Nursing visit will be held on October 1st; Vet Tech will be held during October 23-25th.
 - Andrews noted that Terry Christiansen, a former associate of former Provost Frank, will be sending an email regarding faculty input into a study that will analyze the role of faculty in the curricular process. Faculty are encouraged to be on the watch for this email and to participate if they have the chance.
 - University accreditation will be reviewed this year. Andrews respectfully requested that all faculty send Dean Haldar an up-to-date copy of course syllabi for the Fall semester. Random survey of course syllabi is one of the tasks of the accreditation process and these need to be on file with Haldar's office.
 - Andrews mentioned that at this Friday's RCFAC meeting, Provost Diacon may be addressing the issue of outside employment for Faculty. It is possible that Provost Diacon will be stating that he will not approve any request for outside teaching at another institution for full-time faculty.
 - Finally, Andrews thanked everyone for attending the Fall Reception at his house this past Sunday, September 8, 2013. The reception was paid for by the Board of Trustees, so there was no impact on the operating budget for this year.

B. Assistant Dean's Report

- Assistant Dean Haldar reported that the move of Robert Brindley's services and the Writing Center to the new Academic Learning Commons has freed space in Founder's Hall. Therefore, Academic Affairs has now moved to that space (A104). Dean Haldar invited everyone to come by if needed.
- Haldar noted that there are two additions to the Change of Grade Workflow in Flashline. There is a pre-form certification that you understand how the change of grade works and that you are aware of the deadlines. There is also a post-form certification that you have read and understood the policies that are incorporated into the Change of Grade workflow. Haldar read these policies for members at the meeting. Faculty must agree to both pre- and post-policy certifications in order to process a Change of Grade.
- Incomplete form is the only form in this process that is not available online. Please come by Haldar's office to collect an Incomplete Grade form, if needed.
- Haldar reminded faculty that the assignment of an Incomplete grade will affect graduation status and the eligibility of academic awards or honors for

affected students. Please consider these consequences when processing Incomplete grades. These grades only need to be given for extenuating circumstances.

C. Other Administrator Reports

- Donley reminded faculty that the Early Alert system is up and active. Friday is the deadline for student club registration. Lastly, this semester the Tuscarawas campus is partnering with Buckeye Career Institute with their developmentally disabled students. There will be seven students on our campus every Monday for the academic year in one of our classrooms in ST and throughout this semester working on internships.
- Bronkar thanked everyone for their participation in Parking Lot Pandemonium. There is a new library newsletter forthcoming regarding workshops that will be offered this semester. Please stop by and see the new Academic Learning Commons.
- Morelli reminded everyone that there are student workers in the Performing Arts Center again this year. Student workers will carry a letter with them stating that the student may be needed in the PAC on a specific day to work. Morelli made it clear that this letter is not asking the faculty to accommodate the student; this letter is not intended, nor should be viewed, as an "excuse" for students to miss class. Any such arrangements need to be worked out individually between the student and the faculty member, and it is the student's responsibility to notify faculty of this potential conflict. If you have questions or concerns, please contact Morelli.

X Announcements

- Andrews reminded everyone that we are transferring to a new phone system and encouraged everyone to attend an available training session to assist with the transfer to the new technology.
- Andrews also announced that Chad Conrad has accepted the position of Director of Advancement at the Tuscarawas campus.
- Fenk mentioned that David Dees is actively looking for people to serve on the Faculty Professional Development Steering Committee. Please contact David directly if you wish to serve.

XI Adjournment

The meeting was adjourned at 12:45 pm (Rajagopal/Pech)

Respectfully submitted,
Jeremy Green

Tuscarawas FC Secretary/Treasurer