

## **Tuscarawas Campus Faculty Council Meeting Minutes**

November 18, 2013

**Faculty Present:** Akpan, Baker, Berlin, Brindley, Cheng, Das, Engohang-Ndong, Feng, Fuller, Gerbig, Graff, Green, Gurau, Harding, Hediger, Hoffman, Jewell, Jones, Kangas, Keiller, Lashley, Li, Minnick, Osikiewicz B., Ossler, Pech, Petite, Rajagopal, Van Fossen, Wang, Willey

**Administrators Present:** Andrews, Bichara, Bronkar, Conrad, Donley, Haldar

### **I Call to Order**

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

### **II Approval of October 14, 2013 FC minutes**

Unanimous approval of the October 14, 2013 minutes (Minnick/Pettite)

### **III Treasurer's Report**

Green reported that the accounting books are currently receiving their annual audit so there was not an exact estimate for the Flower Fund balance available at the time of the meeting. Green will update the minutes post hoc to add the exact balance. It is estimated that there were \$200 in donations and a withdrawal of \$28.53, which results in an estimated balance of \$960.65. Again, this estimate will be updated once the exact figures are available. Flower Fund contributions for this year (\$20) are still being accepted by Green, via either cash or check (made out to the "Tuscarawas Campus University Foundation").

### **IV Chairperson's Report**

Willey reported that there were no RCFAC meetings since the last FC meeting.

Deliberations on the faculty-side of Faculty Excellence Award dossiers are complete and were submitted to Dean Andrews. Willey thanked everyone who submitted a ballot, and especially Minnick and Lashley, who helped to confidentially compile the numbers and make recommendations and B. Osikiewicz for spread sheet creation. Willey noted that it was difficult to not to be able to recommend everyone for an award and it is important that faculty try to collectively remain positive and remember to not allow this to divide us. Willey also noted that she personally was humbled to see all of the research, teaching and service that is all too often invisible by colleagues. To that end, she noted that it has been suggested that we find a way to celebrate the work being done by our faculty. Possibilities for future discussion include a Tuscarawas research symposium and library window displays. Please communicate other ideas to the chair. Dean Andrews noted that products of faculty research can be sent directly to Patacca for possible press release. Finally, in response to Dean Andrew's request for help nominating a person for Scholar-of-the-Month, a new initiative that will occasionally feature a regional campus faculty member, an ad hoc committee of the FC officers, plus Minnick and

Lashley, who were involved with merit, decided that for this year's cycle we would go with the top point earner in the research category. Thus, the current nomination for scholar of the month goes to Hediger.

Willey commented on a proposed recruitment opportunity that would involve faculty, called "Bring-a-Friend-to-Class Day." This would involve students in your class bringing a "friend" (defined as a member of the student's peer group) with them to class for a day (or possibly a week), if advance notice is provided. Admissions would plan and publicize it, and faculty can always opt out if there is a test planned or if they are not interested. Faculty present at the meeting confirmed interest in this proposal by an informal vote.

First Year TT reappointment files are due on November 29, 2013.

NTT reappointment files are due in January 2014.

## **V Faculty Senate Report**

At the November 4, 2013 meeting, Minnick reported that Faculty Senate heard a report from the Assistant Provost for Academic Affairs of the status of preparations for the upcoming Higher Learning Commission accreditation reaffirmation visit. The visit will be conducted April 2-4, 2014. The Kent, East Liverpool, and Stark Campuses have been chosen for the team to visit. Status: All systems are go at this time!

Senate also unanimously passed a resolution requiring FaSBAC to conduct a comprehensive review of RCM as currently implemented and report back to the Senate by the end of this academic year.

Finally, Senate unanimously agreed to ask the next two highest vote getters in the Senate election for the NTT seats to serve in the Senate. This is being done to fix an oversight which occurred last academic year. In the last census of faculty, the NTT numbers have grown to the point where, by policy, they get two additional seats on Senate. This was not realized until last month. The new Senators will be seated immediately if they still agree to serve. Otherwise a new election will be held.

## **VII Committee Reports**

### **Standing Committee Reports**

- A. **Academic Affairs** – Wang reported that the committee met on October 24. The committee discussed a curricular change to the AAS ECET program. Brindley stated that the changes proposed are to meet OBR expectations of 63 credit hour requirement for the AAS degree. Proposed changes include: deleting ECET 21010; reducing the field and credit hours of ECET 22150 from 6 to 4; deleting PSYC 11762 (students would still need a Core social science. Following discussion, all committee members present agreed to the changes. An electronic vote of all committee members followed, which resulted in 10-yes and 0-no in

favor of the changes. A continued discussion on the current office assignment point system was held; it was suggested that program coordinators and advisors for specific programs be exempt from office assignment change. The committee also feels there should be a limit on the number of times a faculty member can be bumped from his/her office. In addition, there was a suggestion to form a sub-committee (Academic Affairs members agreed to volunteer for this sub-committee) to help the FC chair with the office assignment procedure. This past year, office relocations were mainly held during the summer, which was problematic. It was suggested that office change requests (with detailed information) and assignment be completed by the end of the Spring semester. Further discussion on this matter is planned. The committee is also considering creating a questionnaire for faculty to provide their thoughts on this topic, although more thoughts need to be collected before this can take place. Any faculty with input on this matter should speak with chair Wang. The committee also discussed possible AQIP projects, specifically whether a program can be developed to improve the math level of students to increase preparation for college level classes. The committee suggested working with the ABLE (Adult Basic and Literacy Education) program in Ohio, although B. Osikiewicz and Dean Andrews noted that a prior association with Buckeye Career Institute on the ABLE program was attempted and was unsuccessful. However, Dean Andrews noted that just because the program was unsuccessful before does not mean that we should avoid attempting it in the future.

- B. **Faculty Affairs** – Minnick reported that at the November 13, 2013 FAC meeting, the committee continued discussion of Charge #2, the procedures for a representative Faculty Council (FC). The Chair proposed conducting an online survey of Faculty members to determine which of three rough outlined proposals the committee should move forward with. The committee agreed to the Chair's proposal for an online survey. The Chair agreed to discuss the survey procedure with the Faculty Chair. The committee also discussed Charge #1, procedures for assessing Faculty Excellence Awards (Merit Pay). The Chair provided a copy of the Geauga Campus' Faculty Handbook section on merit, including a numerical rubric, as a beginning point for the discussion. The discussion will continue in a future meeting.
- C. **Electronic Communications** – Gerbig reported that the committee met to finish a discussion of our charges for the academic year. Regarding our second charge, "forecasting and planning of short term pedagogical needs as they pertain to the classroom": A room dedicated to video lecture/screen capture for online instruction is being considered. This "studio" will be available to faculty for appointments to record online course material. Interactive projectors will be installed in the S and T building as the budget allows. These projectors are already installed in most rooms of the A wing. Regarding our third charge, "Advise on need for enhancement of electronic security": The IT department is

working on security issues as they arise. Regarding our fourth charge, "Continue to improve, update and oversee faculty webpage": Our current faculty profiles page is missing pictures of faculty. The committee encourages faculty to talk with Jason Ruegsegger to upload a recent picture to enhance the current web page. This web page is a potential recruiting tool for the campus and is important to the image of the Campus. Next year, a new web platform will replace common spot. Regarding our fifth charge, "Continue to offer workshops based on faculty technological needs": Jason is preparing to offer the following workshops based on faculty feedback- Blackboard, Course design and organization and Blackboard Collaborate with Wei-Hung Cheng and Sue Hoffman. Jason is receiving feedback from faculty. The committee encourages faculty to offer suggestions to Jason and/or the Electronic communications committee members for future potential workshops.

- D. **Library** – Hediger reported that the committee met to edit the draft of the Collection Management Plan for the library. One issue that was raised was that there is the Schumaker fund that must be directed towards half fiction and half non-fiction works; if faculty members have a need/request for fiction works in the library, direct these to Cherie Bronkar.
- E. **Student Affairs** – Engohang-Ndong noted there were no applications for the Student Conference Fund, although there were 7 applications for this year's Student Research Colloquium. Six of these proposals were accepted as is, with one proposal in need of revision. A final decision on these proposals will be made prior to the Thanksgiving holiday.

### **Ad Hoc Committees**

- A. **Artist Lecture Committee** – There was no report.
- B. **Diversity Committee** – Heritage Week will be April 7-10, 2013, with Taste of the World on April 9<sup>th</sup>. Please mark your calendars.
- C. **Service Learning Committee** – The Service-Learning Ad Hoc Committee met October 16<sup>th</sup>. This semester there are 7 faculty with 14 sections involved in SL. Committee discussed how to expand SL's presence on campus, with our partners, and in the community and involve new faculty. To that end, Harding has been updating the SL Facebook page at least weekly, highlighting service projects and opportunities. E-mail was sent to involved faculty asking them to share the page with their students and asking them to "like" the page. The brochure has been updated with colorful, eye-appealing graphics. Newsletter will share same look. Harding and Stein are working on the Community Partner Database so that potential project concepts can be readily emailed. Harding will also look at updating the web presence on the Tuscarawas page and placing all

of the required forms in a LEARN friendly format on the page. The Service-Learning celebration is Monday, December 2<sup>nd</sup> at noon; RSVP to Cyndi Supers.

### **VIII Unfinished Business**

There was no unfinished business.

### **VI New Business**

The Search Committee for a new Dean of Kent State Tuscarawas is beginning to be compiled. Wanda Thomas will be on campus Wednesday, November 20, 2013 and will hold two separate meetings to discuss the process and timeline for the committee's structure. Please try to attend the faculty one at noon in ST-126. The process is governed by our CBA, section 9, pages 30 and 31. Karen Keenan from the Provost's office has contact names for the 7 categories that are specific to our campus and will be soliciting names from each person. We only control the faculty portion. The plan is to have a committee in place prior to the end of the semester, so that meetings can begin promptly in January. We must submit four names of Tenure-Track faculty members who will serve on the committee. A discussion ensued regarding the potential pathways toward electing TT representatives. The majority of faculty present at the meeting supported the following pathway: accept nominations (either self or peer) of willing faculty and then have a straight paper vote to elect the four members. It was proposed that if one or two people get a majority of the votes, those will be chosen, but we would hold a run-off election for those who are mathematically close in the next tier. A motion was made by B. Osikiewicz to hold "an election of top 4 tenure-track faculty by majority vote, with runoff elections if necessary." This motion was unanimously approved by the Tenure-Track faculty present at the meeting.

Willey had to leave the meeting at this point (12:50 pm); Pech presided over the remainder of the meeting.

Brindley reported on the proposed changes to the AAS ECET program, as discussed by Wang in the Academic Affairs report. A copy of these changes was sent out with the meeting agenda by Willey. Brindley reiterated that these proposed changes had already been unanimously approved by the Academic Affairs committee (10-yes, 0-no). A motion (Hoffmann/Petitte) was made to approve the changes as suggested; the motion passed with a unanimous vote of the faculty present at the meeting.

### **IX Administrator Reports**

## **A. Dean's Report**

Dean Andrews reported on the following items:

- He regretted to have to report his decision to resign via e-mail, but it seemed to be the best way to make sure that everyone got the news at the same time. He noted this was an extremely difficult decision, but he felt this is a natural point of transition for the campus.
- Security cameras are in place and recording.
- Dean Andrews reminded everyone to be aware of their surroundings, as there was a problem where a backpack was left unattended in the Founder's Hall lobby. The incident was resolved without complication, thanks to the security camera recordings.
- The next ALICE training will be held on November 19<sup>th</sup> from 2-3:30 pm.
- Vet Tech Accreditation visit is complete, although nothing is final until the spring semester. Everything seemed to go well.
- Faculty engagement is critical to recruitment and retention of students on college campuses. Dean Andrews encouraged faculty to participate in the upcoming "Bring-a-Friend Day to Class" day/week.
- Dean Andrews noted some of the positive and negative comments made by students during the first year experience course. Students really appreciate the connection they have with the campus and faculty.
- The planned expansion of Founder's Hall to include additional faculty office and classroom space has been placed on the 6-year Capital Budget. The cost of the project and the timing of distribution of Capital money, Andrews feels this project is important to defer to at least Summer 2015.

## **B. Assistant Dean's Report**

Assistant Dean Haldar reported on the following items:

- The Higher Learning Commission accreditation visit is scheduled for April 2014. Right now, the HLC has access to information regarding all the campuses and the accreditation process has begun. Kent State Tuscarawas submitted on time the Faculty Qualification spreadsheet and we remain ready to assist with any other information we may need to provide.
- The United Way campaign continues until early December. We currently are at \$2,359.00 of our \$3,000 goal, but we only have 20% participation (the goal is 45%). Of the donations received so far, Haldar noted that faculty have contributed 54% of that allotment. Haldar confirmed that Chad Conrad noted that when you give to the United Way, you can actually designate the donation to go to the Tuscarawas County University Foundation. If you have already given, your original pledge forms are still here and can be changed. No changes can be made to online forms.
- Commencement is Friday, May 9, 2014 at 6:30 pm in the Performing Arts Center.

### **C. Other Administrator Reports**

- a. Bronkar reminded that the library is building its curriculum CORE text book collection and that any donations of CORE texts are welcome. SACs Thanksgiving dinner this year will be Monday, November 25, 2013 from 11:30-1:30 pm. The cost is \$3.00; the United Way will receive \$1.00 from this cost.
- b. Donley noted that the campus Facebook page is being updated and that if anyone has information they would like to include, send it to either Laurie or Aubrey Gealsha.
- c. Conrad reminded everyone that the annual campaign for the Tuscarawas County University Foundation is ongoing and provided a handout of the top 10 reasons to support the Foundation.

### **X Announcements**

- Green reminded faculty members to return their consent forms for the Distinguished Teaching Award to his mailbox by Friday, November 22<sup>nd</sup>.
- Holiday Luncheon will be held on Tuesday, December 10 in the ST building.
- B. Osikiewicz suggested that the portion of the webpage called "What to do at Tusc?" should be updated with current information beyond Performing Arts Center activities. Andrews noted that any pertinent announcements or activities can be submitted to Patacca for inclusion on the webpage.
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### **XI Adjournment**

The meeting was adjourned at 1:07 pm (B. Osikiewicz/Rajagopal).

Respectfully submitted,  
Jeremy Green

Tuscarawas FC Secretary/Treasurer