

DEANS' COUNCIL

Wednesday, October 19, 2005

9:30-11:00 a.m.

Provost's Conference Room

Minutes

- **Attending:** Beisel, Bowers, Chordas, Edwards, Ginnetti, Herbert, Hirtzel, Weintz for Kasvinsky, Khawaja, Licata, Yemma

1. Announcements

- Chordas:
 - **Corrected/completed non-teaching-duty summary sheets and any missing reassigned-time forms are due to the Office of the Provost by November 1 (Chordas distributed a memo from Marilyn Ward and the current summaries to the deans at the October 19 Deans' Council).**
 - Out-of-state visitors will observe the Youngstown Early College October 25 and November 1.
 - Faculty in the Youngstown Early College need some YSU faculty members to serve as liaisons in the content areas (several YSU faculty who assisted the YEC last year are no longer at YSU). **Let Ron Chordas or Larry Johnson know if you have faculty who are willing to serve.**
 - A list of the fall 2005 YSU classes that YEC students are taking will be distributed at the October 25 chairs' meeting.
- Edwards: The College of Fine and Performing Arts Open House was well-attended October 12 (145 prospective students).
- Yemma: The Clinical Laboratory Technician program passed its recent accreditation visit "with flying colors."
- Licata: Thirty-two Brazilians visited the College of Business last week. The Williamson College of Business alumni banquet is Friday, October 21.

2. Guidelines for Summer Scheduling

Deans' Council reviewed the draft summer-scheduling policies labeled "DRAFT – FOR COMMENT AT DEANS' COUNCIL," which had been e-mailed to Deans' Council members last week, and made several changes:

- The target for graduate classes will be 10 students instead of 7.

- The formula for “swing” and “piggy-backed” courses will be $U + (G \times 1.5) \geq 15$ (where U is the total number of undergraduate students and G is the total number of graduate students).
- The paragraph that begins “Courses that fall short . . .” (at the bottom of page 1 in the draft memo and top of page 2 in the revised memo) will be numbered separately (and the other numbers will be adjusted accordingly).
- The original number 2 (now number 3 in the revised version) will have “preliminary” inserted, along with a reference to the *YSU/YSU-OEA Agreement*: “. . . preliminary decisions about converting. . .” “See the *YSU/YSU-OEA Agreement* for additional information about summer teaching.”

Dr. Herbert noted that while we can’t eliminate scheduling of multiple courses in a particular Gen Ed category in a given time period (item 6 on the original draft and number 7 in the revised draft), we can reduce the number scheduled concurrently.

After some discussion, there was consensus that the College of Education’s flexibly scheduled workshops and classes in other colleges that don’t meet in regular classrooms on campus may be offered at times that don’t fall into the grid on the scheduling guidelines.

Betty Jo Licata indicated that Williamson has a couple of extra rooms available for such classes in the summer, and Bill Beisel noted that the Metro College has space available for such classes.

The revised draft memo, which will be distributed at the chairs’ meeting October 25, is attached.

The summer scheduling grids that accompanied the draft e-mailed to Deans’ Council last week have been updated to reflect changes that were made in 2001. They were intended to be incorporated into the Semester Scheduling Guidelines discussed below in agenda item 3, but Chris Mastromico says the 2001 grid is not correct either; we are still trying to find a correct grid.

3. Classroom Scheduling Guidelines – Fall 2006

When individuals don’t adhere to the official classroom scheduling guidelines (see attached Semester Scheduling Guidelines, originally passed by the Academic Senate in 1999-2000 and updated to include 8-week summer terms in 2001), some classrooms are pulled “offline” and thus not available to classes that do adhere to the guidelines. [We are not including the summer guidelines in the attached Semester Scheduling Guidelines since there is still uncertainty about the correct summer scheduling grid.]

For the fall 2006 schedule, chairs will be held accountable for adhering to the guidelines in the attached Semester Scheduling Guidelines. (Dr. Herbert noted that occasionally curricular constraints, such as all students being in an internship all day on a particular day, may necessitate some exceptions.)

Adherence to approved schedule times is particularly important for undergraduate courses so that

students can build maximally efficient personal schedules.

The registrar's office will cleanse the tentative fall schedule of all time assignments that do not conform to the approved guidelines. Chairs are asked to reschedule any such classes in timely fashion.

Two additions were approved to the existing guidelines: (a) 3-hour classes may meet MW after 2:00 p.m.; (b) 3-hour evening classes may meet one evening per week beginning at 6:30 p.m. (6:30-9:10 p.m., with one ten-minute break).

4. Student Government Course Fee Request

Deans' Council discussed the use of course fees for software licensing fees, direct materials for courses, and ongoing needs related to instruction and laboratory use. Ron Chordas will prepare a response to Student Government's request for an accounting of the use of course fees.

Betty Jo Licata pointed out the need to help students understand that course fees are necessary to provide a quality education that prepares students for jobs and the future.

By November 10, deans are to provide Ron an overview of how the course fees in their college are being used, along with details about one or two courses where there is a strong, direct link between the course fee paid and the specific course(s); deans may ask department chairs for departmental input if they wish.

5. New Business—None

6. Adjourn

Deadlines for Deans:

- Soon: Let Ron Chordas or Larry Johnson know if you have faculty who are willing to serve as content-area liaisons to the Youngstown Early College.
- November 1: Corrected/completed non-teaching-duty summary sheets and any missing reassigned-time forms due to the Office of the Provost
- November 10: Overview of use of course fees due to Ron Chordas (please provide these electronically)

Reminder: October 26 (10:00 a.m.) – Deans' Development Council meeting