

# **DEANS' COUNCIL MINUTES**

**Wednesday, November 2, 2005**

**9:30-11:30 a.m.**

**Provost's Conference Room**

**Attending:** Beisel, Chordas, Edwards, Ginnetti, Herbert, Bosela, Kasvinsky, Khawaja, Licata, Yemma

## **1. Announcements**

- Dr. Herbert reported that ERIP planning has begun, and that most of the decisions will be made within each division; there will be a minimum of a 30 day lag to fill the positions, and they are to be filled at the entry level.
- Dr. Herbert announced he has met with Julia Gergits and they are working on the protocol for conferencing summer courses.
- Paul Kobulnicky asked the Deans to consider meeting with the Dean of Arts and Sciences candidates over lunch. They requested the interview schedule be sent to both the Deans and the Chairs.

## **2. Web Photographs (Jean Engle)**

Jean requested help from the Deans in obtaining new photos of students to be used on the Website. The current photos are out of date; there was minimal response from the departments she contacted. Dr. Khawaja requested a list of departments that are not up to date. If the student is a current student, no release form is needed to use the picture unless the student has a disability.

## **3. Policy on Federal/State Legislated Funds (Kasvinsky)**

Peter announced the schedule for applying for Research Professorships. The schedule is available in the Graduate School office.

The Deans Council approved a motion to approve the proposed Policy for Development and Requests for Federal or State Set-aside Funding establishing a review process at the Dean and Provost level. Motion by Peter Kasvinsky, second by Ikram Khawaja, passed unanimously.

## **4. Multimedia Classroom Planning (Chordas)**

Ron noted that Donna Esterly and he meet regularly with facilities, multi-media, and maintenance representatives regarding upgrading of classrooms. The plan for next year is to

assess four auditoriums—McKay, Schwebel, DeBartolo, and Cushwa—regarding multimedia and furniture needs by December 2005. They also plan to continue upgrading classrooms, and the goal for 05-06 is an additional 16 multi-media classroom upgrades. They will work from the lists the Deans submitted. Ron also reported that he will distribute to the Deans a classroom inventory completed by facilities listing the equipment in each room.

## **5. Class Honors at Convocation (Herbert)**

Dr. Herbert indicated a desire to modify the Honors Convocation; Dean Licata will organize a discussion group to provide recommendations to Deans Council about the Honors Convocation.

## **6. Phone Survey of Non-Enrolling Admitted Students (Anderson)**

Dr. Anderson distributed and reviewed the results of the Student Survey. The phone survey included 209 students who were admitted to YSU but did not enroll here.

## **7. General Education Assessment (Herbert)**

Dr. Herbert requested the Deans e-mail him names to serve on a General Education oversight committee. Since there is a 28% compliance rate for GER, the committee will perform an assessment of the structural aspects of the General Education Requirements. Two members from the General Education Committee will serve on the oversight committee.

## **8. Planning for Comprehensive Reviews**

Dr. Herbert requested nominations for a group of people to provide advice on the development of a protocol for program review. Dean Hirtzel and Jim Mike were nominated to serve on the committee. The new process will be initiated in 2006-2007.

## **9. Preliminary remarks on tenure files (Herbert)**

Dr. Herbert reported on his preliminary review of the tenure files. He related that there should be some regularity and predictability of what information is included in the tenure packet; possibly there should be a standard checklist of what to include in the packets. The use of the narrative is good, can be used to explain why the recommendation is a yes or no, and provides useful information for the Provost.

## **10. Adjourn**