

# **Deans' Council Meeting**

**Wednesday, April 5, 2006**

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

**Provost's Conference Room**

**Minutes**

**Attending: Bowers (till 10:30), Edwards, Ginnetti, Herbert, Hirtzel, Khawaja, Kasvinsky, Kobulnicky, Ritchey, Woodlock (for Licata), Yemma**

**Guests: Mapley, Brown, Meyn**

## **1. Announcements**

- Dr. Yemma announced that Emergency Medical Technology's recent accreditation site visit went very well.
- Paul Kobulnicky announced that all library circulation notices are now being sent via e-mail and that reception of this change has been very positive.

## **2. "Voices and Choices" – Gordon Mapley, Jamael Brown (Urban Studies)**

Philanthropic funds (\$3 M of the \$30 M in the Fund for Our Economic Future) have been committed to engage citizens of NEO in discussions on their collective future. Known as Voices & Choices, this venture is a joint project of "America Speaks," a DC-based civic engagement agency, and "The Universities Collaborative," including YSU. Voices & Choices will look at challenges, solutions, and actions.

We are currently in the solutions phase, during which 20,000 citizens will participate in small-group discussions (8-20 people). On behalf of the Fund, Gordon Mapley's office will analyze the data collected. Dr. Mapley and Jamael Brown asked deans to encourage departments to host discussions. These can be faculty discussions in the departments or colleges, or student discussions in classes. The discussions will prioritize challenges already identified and generate potential solutions to the challenges. Individuals and units that want to participate should call Jamael Brown at 330-941-2499.

### **3. Academic Planning Report on Summer Schedule – Till Meyn**

Till Meyn presented new guidelines for summer scheduling that have been approved by the Academic Senate (one 12-week term, 2 back-to-back 6-week terms, and a middle 6-week term). The new guidelines will take effect for summer 2007 classes. The May start dates for summer terms may need to be adjusted to accommodate K-12 teachers. The guidelines, along with the time slots approved by the Academic Planning Committee, are attached.

### **4. Promotions – Robert Herbert**

The Provost reported that a number of promotions were not supported at the Provost level. He made the following observations:

Many applications were for “early” promotion and the burden of proof for “continuously outstanding performance” was largely not met. The contract language is clear that the burden of proof falls upon the applicant. The Provost expressed concern that probationary faculty may not be receiving sufficient mentoring from chairs and senior faculty in their departments.

In some cases, there was an insufficiency of research and scholarship, especially in promotions to full professor. “Time in rank” is a basis for eligibility, not for outcome.

The Provost did note that unsuccessful candidates for promotion can reapply at a future date without prejudice.

The deans supported the Provost's actions and once again raised the concern that they do not have an independent line of comment in this process. While recognizing that this is a contractual matter, they nevertheless believe that such an independent line would help to strengthen promotional analyses.

The Provost reminded the deans that, at the very least, it is their responsibility to ensure that annual evaluations are performed properly and that governance documents as well as promotion guidelines are reviewed according to the contract.

### **5. Metro College – Paul Kobulnicky**

Paul Kobulnicky reviewed the status of the Metro College Assessment. He summarized the rationale for the assessment as follows:

- The need to clarify the mission and expected outcomes of Metro, especially relative to the University's strategic priorities.
- The need to align programs, financial structures, costs, and revenues for greater clarity on financial outcomes (to this end, we will be getting the financial and management consulting

services of Packer Thomas beginning in May of 2006).

- The need to address impending space issues and the lease renewal of Southwoods Commons, for which intent to renew/cancel must be given by June 30, 2006.

As a response to a direct question, Paul stated, and the Provost agreed, that no recommendations about the future of Metro were pre-ordained and none were precluded. Paul indicated that he and the assessment team (Ritchey and Mapley) would be gathering feedback on Metro from staff and the deans (**deans' comments due 4-12-06**), after which they would generate an interim report that would serve as the basis for further discussions.

## **6. Graduate Workshop Tuition – Nate Ritchey**

Nate Ritchey led discussion about workshops for “reduced tuition.” The previous policy mandated that the courses be held off-campus. Nate had previously distributed a draft policy, which was discussed. One issue to be addressed is potential establishment of a facilities charge. Another is whether we can avoid a surcharge for out-of-state participants, especially when those students work in the state. Most of the discussion was directed to the cost-per-credit, especially for Education workshops for which YSU faces in-state competition. Based on the discussion, and after checking with relevant state and Higher Learning Commission policies, Nate will revise the policy statement.

## **7. New Business**

Dean Kasvinsky raised the issue of differential out-of-state surcharges for graduate students vs. undergraduate students. Graduate out-of-state surcharges are higher than undergraduate out-of-state surcharges.

## **8. Adjourn**

Appended: Summer Schedule Guidelines Document

## **Guidelines for Scheduling Summer Courses Summer 2007**

The purpose of these guidelines is to facilitate the building of students' schedules. Following the guidelines will enable students to schedule the maximum number of hours as efficiently as possible with the fewest likely conflicts. Department chairpersons or persons responsible for scheduling classes should consult with others about courses affecting students from several departments. Flexibly scheduled class forms need to be completed for courses that cannot be made to conform to the standard patterns.

The summer schedule will consist of the following sessions: One twelve-week session and two back-to-back six-week sessions, to begin in the first week of the summer (May 21st, 2007); one middle six-week session, to begin in the fifth week of the summer (June 18th, 2007). Deans, department chairs, and professors should note that the middle six-week session is intended for teachers in the public schools, and to avoid scheduling conflicts, it should be not be used for regular undergraduate summer courses. Any summer courses that have previously been offered in eight-week sessions must be converted to six- or twelve-week sessions.

The following pages outline the required contact time and the specific scheduling blocks for six- and twelve-week courses. The formula for calculating total required contact time per class is below:

number of credit hours x 50 minutes x 15 (regular semester weeks) = total required contact time

The formula for calculating the time per day for each class period is below:

$$\frac{\text{number of credit hours} \times 50 \text{ minutes} \times 15 \text{ (regular semester weeks)}}{\text{number of meeting days per week} \times \text{number of weeks}} = \text{minutes per day}$$

(Time blocks are attached in pdf format.)