

Deans' Council Meeting
Wednesday, April 26, 2006
9:30-11:30 a.m.
Provost's Conference Room
Minutes

Attending: Beisel, Bowers, Edwards, Herbert, Hirtzel, Khawaja, Kasvinsky, Ritchey, Licata, Yemma

Guests: Ward

1. Announcements

- Cynthia Hirtzel: The College of Engineering and Technology's annual presentation of student projects went well on April 25; the projects are better every year. Also, YSU student Becky Grove has been accepted into the graduate engineering program at Yale (only nine students nationwide are accepted each year).
- Nate Ritchey: On April 25, the Math Department held a successful math competition for YSU students from various majors.
- Bill Beisel: Governor Taft recently recognized the work of YSU's NEO Healthforce.
- Peter Kasvinsky and Cynthia Hirtzel attended a Department of Transportation session on legislative funds in Washington, D.C., and received useful information.

2. Summer Course Cancellations and Adjustments

Dr. Herbert: Teri Riley will ask the YSU-OEA for a written response to his earlier request for a Memorandum of Understanding on prorating salaries for teaching summer courses that don't meet the established summer-enrollment minimums.

After considerable discussion, the following items were agreed upon:

- Dr. Herbert will work with deans to develop a set of guidelines on summer course cancellations and adjustments.
- All exceptions to the established minimums (15 undergraduates or 10 graduate students; or a prorated combination of undergraduate and graduate students) must be approved by the Provost's Office. [There could be changes to this item if an MOU is signed.]
- Chairs and deans must keep written records and instructor signatures for any courses to be taught at less than the full workload.
- Marilyn Ward will send current summer-enrollment data to chairs and deans this week.

Deans should work with the chairs to begin canceling classes that need to be canceled.

Suggestion for next year: start summer school a week later to accommodate more transient students? See when other institutions in Ohio start summer school.

3. ERIP Forms and Procedures

The ERIP “window” has opened. The Provost distributed the ERIP flow chart and forms he received at the ERIP Planning Committee meeting earlier in the week (see the attached form, which is a revision of an earlier form). **Please use the new forms from this time forward.** Exceptions to the 30-day lag period for filling positions will be rare; the “availability” date in the position request and posting will normally be 30 days after the current employee’s date of retirement.

4. Overload Data and Forms/Underloads – Marilyn Ward

Marilyn Ward distributed an analysis of workload reports that have been submitted so far.

The Provost expressed disappointment about the number of individuals who had both reassigned time and overload and the number with fewer than 24WH. The target should be 22-24WH.

Department chairs must manage workload and reassigned time responsibly, and Deans’ Advisory Councils must review workload policies carefully. Normally, deans and chairs should not approve reassigned-time forms for next year that don’t meet the expectations listed in the paragraph above.

When we move to SCT Banner, the process for chairs to verify that instructor workloads for courses are accurate will change, but the general procedure of verification of workload will remain the responsibility of the chair.

5. New Business:

FY 06 Institutional Annual Plan Updates Due: Bege Bowers will e-mail Tom Maraffa’s template for updating progress on the FY 06 Institutional Annual Plan to Deans’ Council members later today (April 26). Please e-mail your updates to Bege by sometime Friday morning, April 28.

Course Fee Structures: Cabinet suggested on Monday that some course fees may need to be increased to cover expenses for providing/repairing equipment.

6. Adjourn