

## **Deans' Council Minutes**

**Wednesday, May 17, 2006**

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

**Provost's Conference Room**

**Attending:** Beisel, Bowers, DiPillo, Edwards, Herbert, Hirtzel, Kasvinsky, Khawaja, Kobulnicky, Licata, Ritchey, Ward, Yemma

**Guests:** Palumbo

### 1. Announcements

- The Provost distributed the FY '06 fiscal "deadlines by area," which are also posted on the web at <http://www.ysu.edu/vpadmin/FY06%20Deadlines%20by%20area.pdf>.
- The search committee for the Center for International Programs has recommended two candidates to the Provost.

### 2. Commencement: Pam Palumbo

Pam walked the Council through details of this Saturday's commencement exercises:

- Morning session at 10:00 a.m. (robing at 9:15 a.m.) in Beeghly (gym).
- Lunch in the Ohio Room immediately following the morning (undergraduate) session, with shuttles to Stambaugh Auditorium—last shuttle at 1:45 p.m.
- Afternoon (graduate) session begins at 2:30 p.m.
- Joe Edwards will serve as the "constant 'hooder'" for afternoon graduates—assisted by the respective deans. (Ikram Khawaja will assist Joe for graduates getting degrees from Fine and Performing Arts.)

### 3. FTE Projections FY07 & FY08: Marilyn Ward

Projections are due to the Board of Regents based on a standard model. This year, there is a slightly different taxonomy. Marilyn Ward distributed forms and asked deans to pay particular attention to known/major changes in programs and/or enrollments that could have an impact on subsidy. Responses are due to Marilyn by May 26, 2006.

### 4. Update on Summer

- The Provost referred to the document on summer-course cancellation and workload that was

e-mailed to deans on May, 15, 2006 (that document was based on discussion at the special Deans' Council meeting on Friday, May 12, 2006). A revised (May 17, 2006) version of that summer cancellation/workload document is attached to these minutes. The version sent on May 15 mentioned a workload of "up to 2 hours" for certain courses with an enrollment of 6-12 students by specified dates (the second bulleted item in number 3, plus number 4). The May 17 revised version deletes the "up to" and sets the workload at 2WH. The deans felt that we should apply the same compensation principles across all colleges.

- Marilyn Ward will send deans a form on which to fill in workloads after the Tuesday enrollment is run. **Send the forms back to Marilyn absolutely by Friday May 26, 2006, both electronically and on paper with signature.**
- APAS and ACE employees are not to be assigned administrative work previously assigned to a faculty member on reassigned time during the summer. In addition, deans and chairs should not ask faculty to perform such work for no pay. Supplementary payments, unless pre-approved by the Provost, will come out of the college's budget.
- The *YSU-OEA Agreement* specifies that faculty may not teach more than 6 TH in a single summer term and not more than 9 TH for the whole summer. The Provost may approve 7 TH in a single six- or eight-week term but will not approve more than that. The maximum levels set in the *YSU-OEA Agreement* are set to protect faculty as well as the integrity of instruction in our compressed summer terms.

#### 5. Academic Affairs Projects for Centennial (Discussion Postponed)

#### 6. Community College Discussion

Discussion was based on the document "YSU Community College: Plan of the Planning Committee." In general, discussion was supportive of further discussion but with concerns that many individuals will raise objections based on personal perceptions and misperceptions.

People expressed several concerns:

- possible impact (especially initially) on YSU enrollment, plus loss of students after the first 2 years of 2+2 programs,
- contractual issues,
- low probability of passing levies,
- possible negative effects on YSU's academic "image,"
- unclear sense of the potential market and need,
- lack of jobs in the local area for graduates of community colleges,
- dilution of the university's already-strained financial resources,
- dilution of funds for P-12 education,
- accreditation issues, and
- desire not to create an independent entity that could compete with us.

Potential benefits include the following:

- may be easier to emphasize the quality of our academic programs,
- selective admission to YSU may have advantages,
- models such as the one at Western Kentucky (the community college as a constituent college of the university) shouldn't hurt our enrollment,
- two-year programs wouldn't necessarily have to move somewhere other than where they are now (they could just be coordinated by a central entity),
- the existing conditional-admissions policy could serve as a base and evolve,
- decreasing the amount of remediation at the university level could enhance perceptions of our academic quality,
- our image at the state level might improve: we might be less likely to be perceived as doing remedial education less well (and more expensively) than community colleges do it and as doing "higher" ed less well than selective-admissions universities,
- we could perhaps work with the Kent-Trumbull branch and/or other partners, and
- we could make a community college a model for innovation.

There was general agreement that any community college must be developed as organizationally and as intellectually far from YSU as feasible.

Send any comments on the document to Nate Ritchey.

## 7. Planning June Retreat

The deans' workshop on June 12 will be held at the Holiday Inn, Boardman, facilitated by Dr. David McFarland (presently CEO at Penson Associates, former President at Kutztown State University). Associate deans are invited to participate in this session.

The department chairs' sessions on June 13 and 14 will be in the Stadium Club on campus, also facilitated by Dr. McFarland. The deans should plan on joining the chairs on Wednesday, June 14, at 11:45 a.m.

## 8. Draft "Program Review and Planning" Document

A very preliminary document was distributed and will be discussed at the next (May 31, 2006) Deans' Council Meeting.

## 9. New Business: None

## 10. Adjourn

### **Notes & Reminders:**

Deans' Council on May 31 (not Development Council)

Deans' Workshop (June 12, 2006)

Chairs' Workshop (June 13-14, 2006)

### Summer Courses

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1. If a course is *under-enrolled* (i.e., enrollment < 15 for undergraduate courses, or < 10 for graduate courses) and cancellation of the course (a) would not delay any student's graduation scheduled for August 2006 or December 2006, *and/or* cancellation of the course (b) would not prevent students from proceeding on schedule within a required set of *sequenced* courses, the course should be canceled.
2. Faculty members will receive the full rate of compensation if EITHER:
  - an *undergraduate course* has an enrollment of **15** at the **start** of business on the first day of the term in which it is offered. (For *graduate and swing* courses, the enrollment minimum is 10.)

OR

- an *undergraduate course* has an enrollment of **13** or more at the **close** of business on the first day of the term in which it is offered. (For *graduate and swing* courses, the enrollment number is 9 or more.)
3. If you must conference a regular course and the course has:
    - an enrollment  $\leq 5$  at the **close** of business on the first day of the term in which it is offered, cancel the course unless the course is required because of situation number 1 above. The assigned WH should not exceed 1 hour.
    - an enrollment of 6-12 students at the **close** of business on the first day of the term in which it is offered, conference the course and assign the faculty member a workload **of 2 hours**. (2 WH is the maximum workload permitted for a conference course under the terms of the YSU-OEA Agreement.)

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4. The rate of compensation will be adjusted upward if the number of enrolled students increases enough to move the course into category number 2 above at the end of the Add period (e.g., if a course with 11 students at the end of the first day of classes has 14 enrolled students at the end of the Add period, the faculty member will receive full compensation for the course). Likewise, compensation for a conferenced course will be adjusted **to 2WH** if enrollment increases to 6-12 students by the end of the Add period.

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*Revisions highlighted in yellow in numbers 3 and 4 were made 5/17/06*