

DEANS' COUNCIL MINUTES

Wednesday, September 6, 2006
9:30 a.m. -11:30 a.m.
President's Conference Room

Attending: Bowers, Edwards, Ginnett, Herbert, Hirtzel, Khawaja, Kobulnicky, Licata, Ritchey, Ward, Yemma

1. Announcements

- (Edwards) The YSU theater season starts September 7 (*Love of a Pig*), and the concert season starts the week of September 11 (free with ID).
- (Bowers) Alan Stephan's memorial service will be at 2:00 p.m. on Saturday, September 16, at the Butler.
- (Marilyn Ward) 355 courses still do not have instructors listed. Instructors' names need to be input by Friday, September 8.

2. 2007 Faculty Searches – Marilyn Ward

Position requests/paperwork (HR-1) for faculty to be hired for 2007-08 should be sent to the Provost's Office by September 15, 2006. Supplying FTE data isn't necessary unless the overall FTE provided by IR is insufficient information to support justification for a search. Additional position requests will be considered on a rolling basis. Replacements for retirements should be based on firm retirements.

There was concern about late offers for tenure-track faculty this year. Some offers were as late as the start of the term. The Provost wants colleges to complete searches for tenure-track positions by June 1, 2007.

3. Summer 2007 Planning

a) Compensation

The Provost suggested that we should expect to operate next summer as we did this past summer, with compensation tied to stipulated enrollment targets. A committee is preparing an analysis of how the summer budget works; summer revenue helps cover expenses from the rest of the year.

One major concern is that we are offering courses in the summer that could be delayed until fall with no significant impact on student progress toward graduation. There was general agreement that deans and department chairpersons need to understand why maximizing earnings in the fall is important to the University and to them. There was also some concern

about multiple section courses that are minimally enrolled and about duplication of GenEd courses. Deans should work with chairs to promote efficient schedules.

Marilyn reminded the deans that summer 2007 will run on the new schedule approved by the Academic Senate in March 2006 (one 12-week session; two back-to-back 6-week sessions; plus one overlapping 6-week session, to begin in the fifth week of the summer).

b) Chairs

Given chairs' ½-time administrative responsibilities during the summer, the summer teaching load for department chairs should not exceed two courses (normally 6 hours), with one course unpaid (more properly: paid within the chair's regular contract) and one paid according to the faculty formula. To achieve that, chairs may teach two courses in a single summer term if doing so suits their/their department's needs, but they are not to exceed two courses per summer. Chairs are required to teach at least 3 hours in the summer.

4. Chairpersons' Retreat

The annual Punderson retreat is scheduled for September 21-22, 2006. The program looks worthwhile, and the Provost encourages attendance. Carol Kordupel will attend to review changes in the contractual (YSU/YSU-OEA) rules of appointment.

5. Chairs' Handbook

The Chairs' Development Committee is revising the *Handbook*. The Provost encourages the deans to review the *Handbook* to assist the committee.

6. Academic Planning Update

Departments should be engaging in the process now. Dean Licata asked about a previously mentioned planning workshop, and the Provost indicated that he would schedule one for the week of September 12.

7. New Business

The new-faculty orientation seemed successful. The Provost wants to bring new faculty (all pre-tenure faculty) together both to socialize and to discuss professional-development issues. If the deans have ideas about topics or modes of socialization, they should forward them to the Provost.

8. Adjourn

Notes & Reminders: Chairs' Retreat – Punderson State Park (Sept. 21–22, 2006)