

DEANS' COUNCIL MINUTES

Wednesday, October 4, 2006
9:30 a.m. - 11:30 a.m.
Provost's Conference Room

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

1. Announcements

- (Edwards) The *Flatspin* production begins Thursday (10-5-06) and will run for two weeks.
- (DiPillo) YSU hosted the annual regional literacy conference last Friday and Saturday, a successful collaboration with the University of Akron and Kent State University, attended by over 700 students. Also, the College of Education will hold an emeritus luncheon honoring retired faculty this Friday (10-6-06). The Beeghly College of Education magazine, *Showcase*, was distributed.

2. Recommendations/Letters in Personnel Actions

Several chairs have called Carol Kordupel to ask about providing narrative comments to accompany the checkboxes in personnel recommendations (e.g., promotion, tenure): please inform the chairs that they can attach recommendations to the forms on a separate sheet, since there is no space on the forms for comments. Since promotion and tenure forms are not negotiated forms, we will try to modify them for next year to invite an attached justification if the chair would like to provide one. It is helpful to subsequent reviewers when reading candidates' dossiers to see the justification of why an earlier reviewer did or did not support the action. All material that is submitted becomes a part of the official file.

3. Opportunity Hires 2006-07

We expect to go forward with the program this year and have support for three or four such positions. Dr. Sweet asked that we focus more broadly on underrepresented groups; none of last year's opportunity/strategic hires were Hispanic. The Hispanic population is also underrepresented at YSU. Guidelines for these hires can be found on the Guidelines and Policies page of the Provost's Office web site: <http://www.ysu.edu/provost/communications/policies-forms.shtml>. The key point is to find out whether funding is still available before bringing potential candidates to campus. Last year, there were no more than two active opportunity/strategic-hire searches at one time. The process is as follows: the department receives the résumé and works with the dean; an inquiry is made to the Provost's Office; if we still have funds, the department will be asked to bring the candidate to campus as quickly as possible.

4. Internal Reallocations

The President met with the Arts & Sciences faculty, and the topic of internal budgetary allocations within the college was mentioned. Dr. Herbert said that the deans are free to reallocate within their budgets as they see fit within their colleges.

5. Graduate Enrollment – Peter Kasvinsky

Dr. Kasvinsky distributed four graphically represented handouts (attached), in which he used the Fall 1997-2006 14-day preliminary data. Data over a 10-year period were tracked to find out trends in graduate enrollment and the student population. The deans discussed the four graphs. While the graduate headcount over the last decade was relatively flat and/or volatile, the FTE data across all graduate programs were consistent, showing 30% growth over the last 10 years. This growth in FTE can be attributed to increased new programming in several colleges and an increased graduation rate, which means the same numbers of students in headcount produce a greater number of students in FTE enrollment. We view this as a good thing, because it means that graduate students are getting through their programs on time, efficiently, and quickly. Enrollment headcount trends by college indicated that two colleges—Health and Human Services and Arts and Sciences—have increased enrollment dramatically. This growth is attributed to new programming. Three colleges—Education, Business, and Engineering—have shown decreases over the last decade. These issues were discussed at length to identify causes and what kinds of things could be done to reverse decreases.

6. Draft Policy – Peter Kasvinsky

Dr. Kasvinsky passed out a draft form which would require prior approval of externally funded grant and contract work resulting in supplementary pay. Board policy requires prior approval before the grant-funded work is initiated, and the University needs to document that employees are not being paid multiple times for the same days and hours of work on an approved project. Currently, there has not been sufficient documentation, and the form is being routed for approval after the work has begun or been completed. This is actually a contract with employees. All sources of pay for that same period—i.e., supplemental pay, other employment, or other assigned duties resulting in supplemental pay—must be documented on the form and should be attached as a spreadsheet. All of this information is necessary for auditing purposes. The draft “guidance” information (which accompanies the draft form) clarifies issues with examples. Dr. Herbert said ultimately we must document properly and be able to withstand an audit. With regard to department chairs: they have a 40-hour work week; 20 hours are initially contracted to the University for the administration of a program, and that portion cannot be subcontracted. It was noted that all grants being written must be processed through the Grants and Sponsored Programs Office. Dr. Kasvinsky asked the deans to send any comments on the draft to him by Friday (10-6-06). The document will be e-mailed to chairs and deans at a later date.

7. Q&A Scheduling

The next Question & Answer session on Program Review and Planning/Assessment has been rescheduled for Wednesday, 10-11-06; a revised notice was sent out. Please encourage all to

attend, bring their questions, or just take this opportunity to talk more about the process. Also, Sharon Stringer, Director of Assessment, will be speaking at the first department chairpersons' meeting of 2006-07, on Tuesday, 10-10-06. Program review and planning—components of the overall academic strategic planning process—are something that the chairs and their committees should be thinking about daily for the next couple of months.

8. New Business

The Faculty Position Requisitions have been reviewed, approved, and sent to Human Resources. Marilyn Ward can give an update on what has gone forward and what needs to be updated. Discussion followed about postings for staff positions that do not indicate whether they are full-time or part-time; and although positions show a salary range, only the starting salary is permitted to be offered for an ERIP replacement if the person is hired from outside. Dr. Herbert indicated that the ERIP program comes with expectations and rules. Vacant positions due to ERIP revert to the starting salary, although successful internal candidates move at the level they are at currently. For external recruits, we are to hold the line at the entry level.

Paul Kobulnicky, chair of a Higher Learning Commission accreditation committee (Criterion 5: Engagement & Service), wished to remind the deans to pay attention to the work of the committees and their need for data to be pulled and submitted on every level. He requested that someone be available and sensitive to the need to provide data in the next couple of weeks, because rough drafts of committee assignments and reports must be submitted soon. Bege Bowers said that names of committee members and chairs are posted on the accreditation website at <http://www.ysu.edu/accreditation/>.

9. Adjourned

Minutes recorded by Debbie Withrow