

DEANS' COUNCIL MINUTES

Wednesday, January 10, 2006

3:00 p.m. – 5:00 p.m.

President's Conference Room

Attending: Bosley (guest), Bowers, Edwards, DiPillo, Herbert, Kasvinsky, Khawaja, Kobulnicky, Ritchey, Licata, Ward, Yemma

1. Announcements

- The proposed Schedule of Operations for Spring, Summer, and Fall 2008, was passed out to the Deans and is being mailed throughout campus for input. Request for changes should be directed to the Provost's Office by 1-25-07. One of the deans requested a later due date than 9-7-07 for the class schedules being due to the Registrar.

2. Transfer Issues from Academic Senate

Cheryl Bosley (Associate Dean, H&HS) reported on the current effort by the Academic Standards Committee of the Academic Senate to standardize the admissions requirements for incoming transfer students who were suspended or on probation at the "sending" institution. (Please see the attachment.) In the past, the various YSU colleges had varying guidelines and requirements for handling such cases. The equitable solution [which is also mandated by the Ohio Board of Regents] will be for the same policies to apply to both current students and transfer students. For example, if on probation at another school, prospective students will be accepted on probation here and follow YSU's guidelines for current students on probation; if on suspension, they will be required to sit out at least a term before being admitted, as YSU's current students are. Dr. Bowers said the committee also needs to consult with Bill Jenkins, YSU's liaison with the state's articulation and transfer personnel, to be sure that current and proposed policies are in accord with the state's new articulation and transfer rules. The Ohio Board of Regents has issued transfer-and-articulation wording that should be included in every institution's undergraduate catalog. Please send any comments on this matter to Cheryl Bosley.

3. Workload Reports

The workload audit report was due to the Provost's Office on January 1. The chairs were asked to submit their reports to their deans by December 10, and to send an electronic copy to Marilyn Ward. It is requested that the colleges submit their verified, signed, and checked (X) reports to Marilyn immediately, since the reports need to be reviewed and must then be entered into Banner.

Regarding the Spring part-time faculty contracts, fewer than half of the part-time faculty appointments have been received. These must be turned in by the end of next week (1-19-07).

All forms must be completed by the 14th day.

4. Status of Program/Department Assessment Plans and Reports

A matrix produced by Sharon Stringer showing the current status of the receipt of the Program/Department Assessment Plans and Reports was passed out (see attachment). Many plans and reports are missing, and several more have key elements missing. The Provost requested that the deans identify their departments and programs and tell their chairs they must turn in their plans and/or address their deficiencies immediately. The deadline has passed, and at this point there is no room for discussion. The timely submission of such materials is part of the professional obligation of each chair.

5. Dean/Chair Evaluation

A discussion ensued regarding the most opportune time to re-institute the policy of performing chair evaluations, as was outlined in the chairpersons' handbook. After much discussion there was consensus that the evaluations should be performed in the Spring of the 3rd year of a chair's service and the Fall of the 5th. The latter evaluation would not be undertaken for a chair who had indicated an intention to step down or retire.

For the current academic year, we plan to evaluate 3rd year chairs using the same format as for dean evaluations.

6. Review of Non-Department Academic Plans (e.g., Honors, CISP, etc.) *and* 7. Process for Review/Synthesis of Collegiate Planning Documents

According to the documents distributed to colleges and departments, the review of the collegiate plan is to occur with the Deans' Council. The division-level review was designed to be a two-part review process--look at the college plans and then look at those of the other academic areas. Dr. Herbert said the task now in front of us is to compile the college and non-college documents into a unified plan. The purpose of this academic plan will enable us, as the Academic Affairs Division, to identify priorities to help make decisions day-to-day and to guide our decision-making about the future. This plan also will guide the whole university in terms of its next strategic plan. Much discussion followed on the variables to be addressed in compiling the overall plan.

The *Undergraduate Bulletin* is ready to be circulated for revisions. The STEM and CLASS colleges should be included in the next edition. The new colleges' effective date for students is summer term, and for financial purposes, July 1. Dr. Herbert has talked to Admissions about STEM and CLASS, and they were very receptive. They feel the division is very sellable and well thought out, and that it will make sense to students and parents. Dr. Herbert would like to announce the timeline of the new colleges at the EASC meeting.

8. NSSE: Materials for discussion on 1-24-07

The results have been analyzed for the National Survey of Student Engagement surveys that were administered on this campus from 2004 to 2006. (A third administration will occur during Spring semester 2007.) Sharon Stringer is preparing a summary of the results, which will be e-mailed to Council next week. The report will show our strengths as compared with other institutions. At our next meeting on 1-24-07, we will have a discussion about the report, what the results mean, and how we can implement steps toward institutional improvement.

9. Adjourn

Minutes recorded by Debbie Withrow