

# DEANS' COUNCIL MINUTES

**Wednesday, January 24, 2007**

**8:00 a.m. – 10:00 a.m.**

**President's Conference Room**

Attending: Bowers, Edwards, Ginneti, Herbert, Kasvinsky, Khawaja, Ritchey, Licata, Porter (guest), Stringer (guest), Ward, Woodlock (guest), Yemma

## 1. Summer Budget (Porter and Woodlock)

Drs. Porter and Woodlock, co-chairs of the Summer Budget Committee, came before the Council to report on the analysis of the finances of the summer budget. They believe the report [see [http://www.ysu.edu/provost/communications/Summer\\_School\\_Budget\\_Committee\\_Rept\\_Plus\\_Cover\\_Letter\\_1-26-07.pdf](http://www.ysu.edu/provost/communications/Summer_School_Budget_Committee_Rept_Plus_Cover_Letter_1-26-07.pdf)] reflects the expertise of the committee, and the judgment calls of the experts who worked on this analysis; all members had a real understanding of the issues. The following are the three questions the committee addressed: 1) What is the impact of the University's summer course offerings on the university's finances? 2) Are deficits or surpluses in the summer budget a good indication of fiscal responsibility? 3) Under what conditions do courses increase or decrease net revenues? Drs. Porter and Woodlock explained the parameters used in making their calculations and gave examples. To summarize their findings, the following points are quoted from the Summary section at the end of their report:

“Revenues for summer do exceed the amount spent on salaries. Proportionately, the net revenue generated from summer is virtually identical to the regular academic year. The net revenue generated both in summer and the regular year makes it possible to pay for other expenses incurred by the University, including: salaries and wages for other employees (professional, classified, and administrative), utilities, maintenance, and equipment. Using the amount budgeted for summer salaries is not a good guide to determine if the university has maximized net revenue from summer. To maximize net revenue the class offerings for summer should be designed to minimize the number of classes that compete for the same pool of students.”

Dr. Herbert said he appreciates the work of the committee to educate us about the economics of the summer session. He would like to present this report to department chairpersons at the meeting next Tuesday (1-30-07). It was agreed that this report should be considered phase 1, a “work in progress,” and that we need to explore the matter further to decide whether the current budget model should be changed. Dr. Herbert will preface the Summer Budget Committee Report with an introductory memo. It is too late to contemplate changes in procedures for the Summer 2007 term, so they will remain the same as in 2006.

## 2. NSSE (S. Stringer) (document e-mailed 1-18-07)

Sharon Stringer gave a brief synopsis of a January 2007 draft report on the NSSE data for 2004-2006 currently being reviewed by the Assessment Council. (See the attachment.) The summary on the first page gives an overview of findings from the National Survey of Student Engagement. The NSEE is a well-regarded survey instrument, with documented validity and reliability, and 557 participating institutions in 2006. The report itself has live links, and she has checked the figures and statistics thoroughly. We need to have meaningful conversations with faculty and input from the Assessment Council before the report is finalized.

Although YSU's 2006 student-response rate was relatively low, she noted that one of YSU's strengths appears to be our level of academic challenge, as gleaned from two years' worth of figures. This finding needs to be examined in relationship to other data. For example, YSU has a relatively high percentage of students who enter YSU in need of remedial courses. The NSSE data will be reviewed in light of the recently released 2006 performance report from OBOR. She thinks YSU's NSSE data will show improvements since 2004 in two areas: a "supportive campus environment" and students' interactions with faculty and administrators. We do have assets to boast about, but we must address anything indicated as needing improvement. YSU may need to address the benchmark of "educationally enriching experiences." Sharon asked everyone to feel free to add input at any point in the process. She will include highlights of NSSE findings in the upcoming newsletter from the Office of Assessment that will be sent to the campus in February 2007. Dr. Herbert added that we are fairly rich in data and we need to be able to show how we are using the data to improve. Perhaps we can address some of the NSSE results as we formulate the academic strategic plan. We must move on this, and Council can make recommendations.

## 3. Items for Chairpersons Meeting Agenda

Dr. Porter related the agenda items that have been compiled to date for the Chairpersons Meeting next week: 1) Sharon Stringer will talk very briefly about learning outcomes, 2) Holly Jacobs will discuss the recruitment of international faculty and the important and significant issues of the process, and the difficulties we encounter, 3) the Summer Budget Committee's report will be presented, 4) Bege Bowers will discuss the OBOR performance report, and 5) the chairperson evaluation process will be discussed. The Council had no other pressing issues to add.

## 4. Review of Deans/Chairs

At the last meeting, Council discussed the evaluation of department chairs in the 3<sup>rd</sup> and 5<sup>th</sup> years of their terms. Carol Kordupel compiled the list of chairs in their 3<sup>rd</sup> year and thus eligible to be evaluated. In the College of Arts and Sciences, they are John Sarkissian (Foreign Languages and Literatures), Martha Pallante (History), and Gregg Sturuss (Physics and Astronomy); in Engineering and Technology, Jalal Jalali (Electrical and Computer Engineering); and in Health and Human Services, Tammy King (Criminal Justice). Dr. Ritchey is gathering the initial data to facilitate the process. We will talk about the process and explain the procedures at the chairpersons meeting on 1-30-07. The dean to be evaluated will be Betty Jo Licata.

## 5. Workload and Fees (M. Ward)

Marilyn Ward passed out a list showing the workload audit reports she has received from the deans to date. The Provost's Office will audit the reports, reviewing the submissions for accuracy of data and for consistency across colleges. She noted that when chairs wish to delete a course, they must follow the official curriculum process by filling out and submitting the form located on the Academic Senate web site. She is contacting individuals directly with any questions.

Marilyn Ward just received the last of the departmental faculty workload reports for Fall 2006, and she currently has 37 problems to correct. Once that is done, she will do a workforce analysis of FY06 compared to FY05, and she hopes to see an improvement in reassigned time. Overall, we are striving to reach an 18:1 student-to-faculty ratio. The ratio is still dropping; she will do an analysis and distribute this in the near future.

The forms for FY08 Course Fee Requests for new or revised fees are due next week to the Provost's Office. Marilyn Ward has received only one 'other' fees and charges request; please quickly send in any others. Some fees being collected had not been approved. Another problem is faculty directly charging students for trips; this is not permitted. Marilyn will send an email to ask all to review their January budgets on Banner; let her know of any issues that need to be corrected. Dr. Herbert has authorized Marilyn to distribute advances on Spring course fees. Please note that the President wants a spending plan on our research incentive money also.

## 6. New Business

Dr. Kasvinsky announced that he will begin to offer start-up research money for new faculty--a one-time deal typically for one year of support. Funding was made available because of the discontinuation of the PACER program. Dr. Kasvinsky must meet with the applicant during the campus interview and review the proposed research. The funds will support only the specific research project; and the department and/or college should also be expected to contribute some funding, especially when any component of the research can be used for instructional purposes. This will be direct research assistance, not salary support, and it must be shared at some level. Summer salary is not included as a start-up expense.

Dr. Herbert reminded all that the course fee requests are due to the Provost next week, 1-31-07, in addition to the College planning documents on 2-1-07.

For various reasons, the go-live date for the student module of Banner has been rescheduled.

## 7. Adjourn

*Minutes recorded by Debbie Withrow*