

DEANS COUNCIL MINUTES

Wednesday, May 7, 2008

9:00 a.m. – 11:00 a.m.

Holiday Inn Boardman

Members Present: Abraham, Bosley (guest), Bowers, Chordas, Elias, Furnish, Ginnetti, Kasvinsky, Khawaja, Kobulnicky, Kestner (guest), Licata, H. Morrison (guest), Stringer (guest), Singler, Ward, Yemma

1. Distance Learning (A. Burden)

Annette Burden, Interim Director of Distance Learning, had to attend another meeting, and Paul Kobulnicky, distance learning committee member, represented her on speaking about issues in the faculty contract regarding distance learning. One issue is whether release time is sufficient for creating a course and the fact that multiple people might cooperate on creating a course. Another issue is that courses created should be as useful as possible and be able to be utilized by more than 1 instructor. So the deans should have conversations about these issues with the chairs, and the department chairs should have conversations with the faculty. Deans and chairs should be thinking about how to use their release time to get the product that is really needed. Dean Abraham offered that distance learning courses be created strategically with prior administrative approval. Dr. Kasvinsky said the deans need to make it clear that the creation of distance learning courses is not top-down directed, because the faculty are responsible for the curriculum, by contract. The deans, however, can require some pre-approval mechanism to be in place in order to manage the creative process and support specific initiatives that are appropriate. Paul Kobulnicky will inform the committee that the development of distance learning courses will be approved administratively; therefore, the faculty must get approval before they develop a project.

Paul Kobulnicky said the committee would be interested in knowing where there are distance learning opportunities in the colleges. Dr. Khawaja said there is a need for an initial conversation at the deans' level to look at the vision for distance learning in conjunction with YSU's *Academic Strategic Plan 2007-2013*. The University needs to strategically provide the resources to support its commitment to distance learning.

Dr. Bege Bowers said that in the HLC accreditation process YSU asked for and was awarded permission to offer distance learning programs without any prior Commission approval. This is an opportunity to move forward and create whole programs that can be offered online. Dr. Khawaja said the deans should talk to the chairs about a vision as to where we are headed on this issue and what we need to be doing. Dr. Bowers noted that the state's Strategic Plan mentions that a common platform may be used in the future. (It was noted that the distance learning form is currently in the process of being revised.)

On October 1, Annette Burden is putting together the 1st YSU Distance Learning Conference. The event will have keynote speakers and a call for papers. Koblunicky urged the group to encourage YSU's best people to present at the conference.

2. University College (S. Furnish and J. Kestner)

Jane Kestner began the presentation of Strategic Priority Goal I - University College by explaining the concept and process followed in coming up with this prospectus and strategic plan. Dr. Furnish followed by explaining the recommendations reached by the University College Committee. This information is concisely outlined in the 2 attachments: the University College Prospectus and the University College Strategic Plan.

Key ideas and informational highlights of the presentation included the following points:

- The need to provide students with more service and more direction;
- the issue of prime real estate that needs to be front and center with the students--a student union was used as an example of a place where students can see and access all of the services on a regular basis;
- a customer service mind-set;
- slowly bring the University College concept along to look for errors and make readjustments when necessary and to retard some of the budget indications also;
- increase the amount of face-to-face interaction with at-risk students;
- increase the saturation of advising and intervention without doubling the size of staff;
- work in collaboration with existing programs;
- the extending of SOAR into subsequent events; and
- energizing a greater engagement of the students with the campus and university life.

Dr. Khawaja said Academic Affairs will work as collaboratively as it can to implement the University College. It will be helpful to bridge the fine work that the Academic Affairs and Student Affairs divisions are doing by using the good resources already in place. Academic Affairs will sit down with Student Affairs and see what common goals we can partner on in the University College.

Sharon Stringer added that feedback from the HLC indicated that YSU often underutilizes our alumni and should consider using this valuable resource in planning.

Dr. Licata thinks we need to consider holding a welcoming event--a freshman convocation--to all incoming freshman students and parents, because we recognize student scholars in so many ways already.

Dr. Khawaja said the next analysis in the University College planning process will be to put budgetary figures on these ideas.

3. Centennial Campus Master Plan (H. Morrison)

The deans were previously provided with electronic copies of the Centennial Campus Master Plan document (see the document at http://cfweb.cc.ysu.edu/psi/campus_plan.htm). Hunter

Morrison, Director of Campus Planning and Community Partnerships, presented information on the plan, which is the first YSU campus plan that also embodies the city around it. This plan has been adopted also by the City of Youngstown as part of the City's Youngstown 2010 Plan. Morrison displayed a large mounted map of the plan in its present form and discussed the many aspects of the plan. Hunter Morrison stated that the Centennial Campus Master Plan document needs to be finalized and approved by the Board of Trustees. Therefore, Morrison's purpose today was to ask the Deans Council to take a final look at this plan as it is now—as a stand-alone process—and give their approval of the plan. Hunter Morrison asked for final comments on the plan by the end of this week, Friday, May 9. Morrison also noted that planning is a process and will be ongoing. Since this is an ongoing process, Dr. Khawaja stated that Hunter should work with the academic sector's Space Needs Committee (consisting of J. Morrison, C. Singler, J. Andrews, and B. Hogue) in the future. The Committee will communicate with the Deans Council. Hunter will meet with Dr. Singler on how Morrison and the Space Needs Committee will structure periodic dialog on the plan.

4. Strategic Plan Goal Priorities for 2008-2009

Please send your year-end summary progress reports on the 2007-08 Strategic Plan Goal Priorities to Dr. Singler by May 12 or 13 for inclusion in the end-of-year report to the Board of Trustees (reference Singler's e-mail of 4-28-08). If you have an update on progress since your last report, please supply an update on that work only. If no further work has been done, please e-mail that your report has been supplied previously.

Due to today's time constraints, the planned exercise of looking at the Academic Strategic Plan to identify the Strategic Plan Goal Priorities for 2008-2009 will be postponed. Dr. Khawaja asked the deans to start thinking about the choosing of next year's goals; and in a month or so, Deans Council will look at what has been addressed to date and decide what goal priorities will be addressed next year.

5. Summer Part-time Compensation

Marilyn Ward spoke with both Teri Riley and Nancy White with regard to part-time faculty and summer school. The general feeling expressed in the conversation was that the pay rate for part-time faculty is so low that if the summer salary is reduced due to low enrollment, YSU would probably not be able to hire part-time faculty, or the quality of faculty that is really needed. Therefore, part-time faculty salaries will not be reduced due to enrollment.

Referencing Marilyn's Ward's e-mail of 4-28-08, she said that it is basically impossible to do any analysis of summer courses with no instructors indicated in 200 courses and classes with 0, 1, or 2 students enrolled. Dr. Khawaja said the deans need to decide now which classes need to be offered for reduced workload and which need to be cancelled. Justifications for exceptions to the policy are expected to be minimal and must be submitted immediately to the Provost. Chair workload justifications for exceptions are also due immediately.

Marilyn reviewed the procedure for verification of the workload. The timeline/deadlines were e-mailed previously. Note that the verified summer contract data for the 1st and full summer

sessions are due by noon on 5-23-08. There will be no exceptions. Marilyn must process the workload reports over the holiday weekend. If the deans are willing to look at their e-mail over the Memorial holiday weekend in case Ward has any questions, it would be helpful, because the contracts must be given to the faculty by the end of the week (5-30-08).

6. Old/New Business

None of the deans said that they are in need of detailed reports of YSU enrollments by “State Investment in Instruction” Taxonomy levels. (Marilyn Ward has used the data in the past.) The original inquiry was made by Institutional Research in their attempt to try to prioritize necessary work required in *Banner* that might be needed to produce reports that detail enrollment by course subsidy levels. Tom Maraffa stated that the former state funding by course subsidy levels basically no longer exists.

This year the registration for the Chairpersons’ Retreat for 2008-2009 will take place in May/June instead of June/July. Dr. Khawaja stated that perhaps we will need to refocus the agenda for Punderson in light of the timeline presented in the University System of Ohio’s Strategic Plan 2008-2017.

Marilyn reminded the deans of the following deadlines: the 2007-2008 workload reports will be coming from chairs to the deans next Friday (5-16-08), a week from then (5-23-08) the workload reports are due to the Provost, and the 2008-09 non-teaching duties forms are due from the deans to Dr. Singler on May 14, 2008.

7. Adjourn

Minutes submitted by Debbie Withrow