

# DEANS COUNCIL MINUTES

WEDNESDAY, JUNE 4, 2008

1:00 – 3:00 P.M.

President's Conference Room

Members Present: Abraham, Bowers, J. Davis (guest), Edwards, Engle (guest), Furnish, Kasvinsky, Khawaja, Kobulnicky, Singler, Ward, Yemma

## 1. Announcements

- (Kobulnicky) Paul Kobulnicky talked to Tom Maraffa about putting together an alternative transportation committee on campus to help de-escalate the cost of transportation due to the rising fuel prices and commuting costs. The committee's task will focus on a wide range of ideas such as ride sharing, car pooling, and talking to the WRTA about alternative transportation routes. Kobulnicky requests that faculty, students, and staff who have an interest in alternative commuting methodology join the committee.
- (Abraham) Dean Abraham received confirmation that YSU was added to another program originally submitted through KSU and has received \$900,000 from the State to work with advanced materials over an 8-year period. Abraham will get together with Kent to see precisely how YSU will use the funds.

## 2. New Recruitment Viewbook (J. Engle)

Jean Engle shared information about her discussions with the Office of Undergraduate Admissions regarding their request to update the undergraduate recruitment viewbook for high school audiences, geared to the traditional college-age student and to de-emphasize the alumni features. Engle passed out the current YSU viewbook that is available at the Office of Undergraduate Admissions. Admissions would like a primarily web-based viewbook like that of Albright University. YSU's viewbook would showcase interviews of current students that would point the inquirer to a website that would feature our students--like a V-blog that would be partly narrated and partly just following the students around to orientation, the dorms, and during the first day of classes. Admissions will work with Media and Academic Computing. The YSU print publication will remain, and Jean asked for input from Deans Council partly to find out what the deans would like to include in the college pages. The deans are asked to take this information back to their colleges and give Jean Engle specific contact information by mid June. Engle will need from each college the content information for each of the colleges' pages--what each college wants to feature and what types of photos the colleges will want.

## 3. Proposal from International Advisory Council (IAC) (J. Davis)

Jef Davis introduced a resolution from the International Advisory Council (IAC). The IAC was constituted about 18 months ago and has representatives from each of the colleges. Last Spring, the deans were asked to be an integral part of the international dimension of the 2007-2013

Academic Strategic Plan. Dr. Khawaja asked the deans for specific feedback on how the IAC resolution fits into their college. Much input was given by the deans. Jef Davis will provide the deans with a list of IAC Committee members, a revised list of questions, and an inventory of actions of an international nature that Davis knows about in each college. The deans may suggest names for appointment to the IAC committee, and this may be an opportunity to redefine the committee and its charge. Dr. Khawaja said the deans may want to appoint their college representatives to Deans Advisory Council to work on this matter. Dr. Khawaja also asked the deans to have conversations at the college level on whether there are programs which are not open to international students.

Dr. Khawaja said the 2007-08 allocation of funds for study abroad contributed to an increase from 7 to 32 participants in individualized study abroad and to more than doubling (from 73 to 153) the total number of students having an international experience as part of their YSU education. All of the funds were not expended, and perhaps the department chairs could contribute ideas to enhance the program.

#### 4. Freshman Convocation (B. Licata)

Dr. Licata gave an update on the Freshman Convocation—the symbolic, formal, official university welcome of the freshman class to be held on Sunday, August 24, at 2:00 p.m., in Beeghly Center. The deans and chairs will be in regalia, and faculty and chairs should attend as representatives of the teaching body of the university. The deans should talk to their chairs about attending. Funding for the event is being worked on, and it is hoped there will be a picnic by the fountain afterward. The deans will be asked to appoint student ambassadors for the day. The student ambassadors might lead the students in, give the freshmen their nametags, and be recognized by the deans from each college. The freshman students will be seated on the floor. Around August 1, incoming freshmen will receive a welcome letter and reminder of the convocation from their college dean through the Office of Undergraduate Admissions. The deans should send their welcome letters electronically to Dr. Licata for forwarding to Admissions. The primary goal will be to get the students and parents to this event.

The convocation should be mentioned to the students at SOAR presentations.

#### 5. Summer School

Marilyn Ward pointed out the deadlines and reminders at the bottom of the Deans Council Agenda. The next round of spreadsheet data will be for the middle summer term—the term has 8 classes in it. The colleges should compile and submit 1 (one) spreadsheet to Marilyn of all of the data for their college.

Dr. Khawaja stated that because of the decision to roll in the provisions from the new union agreement, an additional response in a timely fashion was required on the part of the chairs and faculty. There were instances where chairs never bothered to ask the faculty if they would teach if the enrollment were low. So it was discovered that faculty were holding class, and we were held hostage to honoring full pay. The chairs and the deans dropped the ball procedurally, and it opened up all kinds of complications. We need to correct this in the future, and this term is the

last time that situation will happen or be permitted. If there are mitigating factors, the Provost's Office needs to be informed up front. We have a formal union agreement, and the integrity of the agreement must be upheld. Beginning summer 2009, a load over the specified limit is at the overload pay rate.

Dr. Khawaja said that in addition to procedures, timelines have to be adhered to. Marilyn Ward had to chase down data in order for Human Resources to meet deadlines. There was neglect in verifying data and also in entering correct data in the system. This was certainly not the way to conduct time-sensitive operations--more control is needed in implementing what's required to make the system work.

## 6. Overload and Reassigned Time

Dr. Khawaja said the call for fall estimates of overload and reassigned time are imminent. He stated that overloads of 7, 8, 9, and 10 hours are unacceptable. He will only feel comfortable approving overload pay with reassigned time that is a fraction of a course. It is the application of the principle that is important.

Regarding the faculty workload for advising thesis students, Dr. Khawaja asked the deans to do a second call before the fall semester begins to ascertain the faculty thesis workload before the start of the semester. The assignment of a thesis student must be in writing, and should not be after-the-fact.

Marilyn Ward said that any additional 2007-2008 overload reports must be submitted within the next 2 weeks, because faculty must be paid in this fiscal year.

## 7. Old/New Business

Dr. Tom Maraffa answered questions about the current enrollment status for the fall (see the attachment). Dr. Maraffa said fall enrollment is running behind relative to fall at this same time for the last several years--students seem to delay registering longer and longer because it delays their tuition payment. A short discussion followed about getting students to register earlier. Dr. Cyndy Anderson will be asked about scheduling SOAR sessions earlier. Dr. Khawaja said that since the enrollment management advising group will be reinstated, this is all part of the picture and process of addressing enrollment.

The call for the Annual Reports for FY 2008 and the Plans for 2009 will be sent shortly. For now, the past general format will be followed. Keep in mind the 2007-2013 Academic Strategic Plan as you submit your plan for 2009.

Dr. Singler said Annette Burden is moving ahead on promoting the Distance Learning Conference. All faculty are invited to attend. Dr. Burden has received some sponsorship support, but is still seeking funding. Dr. Burden is asking the deans to each contribute a few hundred dollars to the conference.

Marilyn Ward encouraged the deans and chairs not to rush and spend their 2007-2008 mid-year, one-time increase in funds unwisely, based on the coming of the end of the fiscal year. The Provost's Office will try to hold the funds for next year.

8. Adjourn

*Submitted by Debbie Withrow*