

DEANS COUNCIL MINUTES

WEDNESDAY, SEPTEMBER 17, 2008

1:00 – 3:00 P.M.

President's Conference Room

Present: Bowers, Edwards, Elias, Furnish, Ginnetti, Kasvinsky, Khawaja, Kobulnicky, Licata, Rodabaugh for Abraham, Singler, Ward, J. Gergits (guest), J. Herman (guest), M. Hrishenko (guest), N. Ritchey (guest), D. Wainio (guest), T. Weintz (guest)

1. Announcements

- Edwards: *Dearly Departed*, this year's first theater production, was a success; the next production, *How His Bride Came to Abraham*, is very "adult."
- Edwards and Furnish: As part of the state emphasis on collaborations, the fine and performing arts deans from northeast Ohio have been meeting to discuss existing and potential collaborations among institutions, especially for low-enrollment courses and bringing guests to campus. Faculty members will present master classes at other institutions. Arts and sciences deans and chairs of foreign language departments have also been meeting. Potential inter-institutional collaborations include languages such as Arabic and Chinese.
- Ward: Deans need to resolve any remaining workload discrepancies for 2007-08; **please send corrections to Marilyn Ward immediately.**

2. Summer Honors Institute (Nate Ritchey)

YSU has been offering summer honors institutes for certified gifted students for the past 20-some years, funded by the Ohio Department of Education. There is a large "burn-out" factor for directors of these programs, and YSU did not submit a proposal by the deadline last year. However, the state allowed us to use the \$17,000 that remained in the account from previous years, and the STEM college led a successful institute last summer.

Dr. Ritchey asked for suggestions and volunteers to conduct an institute next summer. The structure of an institute is flexible. A single theme or interdisciplinary topic could last for the full three or four weeks, or the institute could be divided into shorter and/or college-specific modules. It is difficult to get individual faculty members to commit to a session lasting the entire three- or four-week period.

The grant proposal for next summer's institute is due in October, and potential participants need to write their portion of the proposal. **Deans, by Wednesday, September 24, please send Dr. Ritchey the name(s) of any faculty in your college who would like to participate in writing the proposal for, and conducting, the summer 2009 institute**, which would begin the week after July 4. "Primary" responsibility for writing the grant proposal could rotate from year to year. (Note to Jan Elias: Tammy King and Patricia Hoyson are already working on a proposal for summer 2009.)

3. Banner Informational Items (Jeanne Herman and Donna Wainio)

Changing a Student's Major:

In *Banner*, a student's major must be changed centrally (i.e., by the Registrar's Office). Jeanne Herman said that majors were changed centrally even under Model 204. **The paper form for changing majors must still be submitted, signed with the appropriate approvals, just as before.** Her office is up-to-date on entering changes in major into the *Banner* system; however, a change made during one term will not be effective until the next term, unless the change is made by the 14th day of the term. **After the 14th day, students can fill out a form requesting a change in major and secure the proper signatures, but the change will not be effective until the next term.** (Exceptions can be made for graduating students. Students often change tracks, for instance, during their final term.)

Tina Weintz noted that "non-degree" students are not entitled to financial aid; therefore, non-degree graduate students who complete their paperwork and get accepted into a degree program after the 14th day of the term do not want to wait until the next term for the change to take effect. They frequently ask for an exception to the rule, but she is reluctant to make such exceptions, even when departments request them. Dr. Kasvinsky noted that The Higher Learning Commission requires us to uphold our admission requirements. The consensus of Deans Council was that we should not "falsify" the record by removing non-degree status prematurely and accepting students provisionally into a program. We need to apply the rules consistently and without exceptions.

Dr. Khawaja noted that students may be "non-degree" for various reasons: some do not meet admissions standards and thus are not "qualified" to be admitted to a degree program; some may choose to register as non-degree students; and others may meet admissions qualifications but have not yet supplied the information required to *show* that they are qualified. Jeanne Herman indicated that we and the Financial Aid office need to help communicate the rules to students.

Course Scheduling in Banner:

In *Banner*, there is no mechanism for schedules to get reviewed and "released" by deans. Donna Wainio noted that the first three times we schedule in *Banner*, the courses must be entered manually. Thus, she had asked department chairs to review *Excel* files containing last year's schedules, make "corrections" for this year, and obtain appropriate approvals before returning the corrected files to the Registrar's Office. **Deans and departments need to decide how to handle review within the college.** Normally, most changes are a "tweaking" of the previous year's schedule for the corresponding term. **The consensus was that, in the future, the Registrar's Office will accept the schedules only directly from the deans; this procedure will enable deans to approve the schedules.**

Herman and Wainio responded to several questions about scheduling:

Q: Is it necessary to submit tentative schedules for several terms simultaneously? A: The original deadlines were dictated by the need to print a hard-copy schedule booklet. After this coming spring, we will no longer print schedule booklets. Thus, the schedules for the various terms will not need to be submitted simultaneously, and the various submission dates can be indicated in the new Schedule of Operations.

Q: Will chairs be able to schedule specific classrooms when they construct the department's schedule? A: The University has bought a separate program for classroom scheduling but has not yet used it. With the new program, we will be able to indicate technology and equipment needs when scheduling, and a list of available appropriate rooms will appear. She thinks chairs will be able to mark a room preference.

Q: Can students get an online list of the sections of a course that are being offered in a particular term? A: Yes, enter the course number and a list of the sections will appear.

Q: Do we reuse a CRN (the *Banner* equivalent of the old course codes) from fall to fall? A: No.

Q: Can all of the information that advisors like to see be consolidated on one or two screens? A: All of the information that advisors use is contained within the Self-Service environment in *Banner* and is available 24/7 on the web. Any changes in display format would require a modification to *Banner*.

Dean's List for Part-Time Students:

Attached are two documents related to the dean's list for part-time students. Dr. Singler and Donna Wainio noted that in Model 204 it was possible to identify part-time students who were eligible for the spring-semester dean's list under the (still-current) policy tying eligibility to earning at least a 3.4 grade point average for a minimum of 12 semester hours earned over fall and spring terms. "Vanilla" *Banner*, however, is term-specific and cannot process the hours over multiple terms. The attached decision document outlines three options for addressing the issue. Any modifications to vanilla *Banner* would have to be made, at considerable expense, every 18 months when *Banner* releases new versions. Deans Council recommends option 2, using the report writer to calculate eligibility. Deans will need to retain the lists of students on the dean's list in the college offices.

4. Classroom Upgrades (Mike Hrishenko)

Mike Hrishenko distributed a handout (attached) outlining the current status of multimedia in classrooms. Upgrades began several years ago (DeBartolo Hall classrooms were upgraded in summer 2005). Early in the project, deans provided Donna Esterly a list of five rooms to be upgraded/"outfitted" with multimedia. The right-hand column on page one of the handout lists rooms outfitted to the minimally acceptable standards, along with the equipment each contains. MAC (Media and Academic Computing) maintains and services these rooms, which are funded jointly by the Information Technology Division and the Academic Division.

Page two of the handout lists rooms that were upgraded with funding from the departments

before the current standards were developed. MAC supports and services these rooms.

For the forty-eight classrooms that still need to be upgraded, we can probably upgrade ten or twelve per academic year. Five are already scheduled for this year. **Deans, as soon as possible, let Dr. Khawaja know whether you would like to have one or two classrooms outfitted for multimedia.** (The College of Education is already fully "outfitted," and the College of Fine and Performing Arts is already scheduled for five room upgrades, so Phil Ginnetti and Joe Edwards don't need to submit requests.) Depending on the availability of Academic Division funds to supplement those from the Technology Division, we may be able to upgrade five to seven more (i.e., additional to those already scheduled) classrooms this year.

Discussion followed on several IT matters:

Khawaja: Would you like to use response systems in some rooms? Hrishenko: We would appreciate your input.

Bowers: Response from the Tech Desk has been very slow, and the Tech Desk does not always answer the phone. Hrishenko: We added staff to extend the hours of operation for the Tech Desk in Maag. The Tech Desk now "remediates" students' machines for malware, wireless issues, etc., gratis, and the demand has become greater as wireless has become more common. (He has submitted a request for one more position.) Call Hrishenko directly at ext. 3790 if you have a very immediate problem.

Kobulnicky: Maag has received complaints that wireless laptops often are not available. Hrishenko: Wireless access points may be becoming saturated. Students are bringing their own laptops, and the Tech Desk sets them up. Remediation of PCs accepted at the Tech Desk may get transferred to another area in Technology so that the Tech Desk can focus on other needs.

5. VSA College Portrait (Bege Bowers)

Chancellor Fingerhut asked state institutions to participate in the national Voluntary System of Accountability (VSA) project. Tom Maraffa will coordinate the project for YSU. Bege Bowers provided an overview of the project and the "College Portrait," or template, that each institution must complete. The portraits are designed to enable the public, including parents and prospective students, to compare multiple colleges and universities. Templates include data on financial aid, costs to attend, student perceptions of the institution, and students' performance on standardized tests for college students.

YSU's template (filled out by Steve Taraszewski in Institutional Research, with input from the Provost's Office, Cabinet, and the Offices of Assessment and General Education) is available at <http://www.ysu.edu/institutional-research/ysuvs0809.pdf>. Links to it and to other institutions' templates are at <http://www.voluntarysystem.org/index.cfm?page=templates>; information about the project is available on the same site.

Institutions must submit required data to a national clearinghouse, report required data in the template, and link to other University data and information. We must administer tests such as the

National Survey of Student Engagement (NSSE) and the Collegiate Learning Assessment (CLA) at regular intervals and report results in the publicly available template. Ohio will require additional information (possibly on institutions' engagement and community activities), but details are not yet available.

Deans noted that everyone needs to be involved in discussion about the results of the NSSE and other tests. Faculty and others need training to know what the tests are like—how they are constructed and what they measure. We need to coordinate testing schedules, since colleges and departments also do other forms of testing. Major questions include how to get students to participate in the testing and to take the tests seriously. Opportunities for discussion of these and other testing issues will be provided.

6. FY 09 Academic Division Priorities (Bege Bowers)

Vice presidents were asked to submit divisional priorities to Dr. Maraffa, who is working with Cabinet to draft the institutional annual plan. Bege Bowers reviewed the *Academic Strategic Plan* priorities for 2008-09, as well as the top-level college priorities submitted by the deans in June 2008, and constructed the attached draft. Some items in the draft are broad enough to encompass a number of the individual college priorities. **Deans, please review the attached draft Academic-Division Priorities for FY 2009, and let Bege know as soon as possible if there are serious omissions.**

7. Old/New Business

General Education (Julia Gergits):

Assessment: Julia Gergits informed deans that assessment forms for both academic-program assessment and general-education assessment will go directly from the chairs to the deans, so that deans will see what departments submit. Chairs will also send program and general-education assessment reports to Sharon Stringer's office, and Drs. Stringer and Gergits will let deans know which departments do not submit materials. Individual reports will be posted online.

Program-Level Fulfillment of GER Intensives Requirement: Academic Senate approved a provision a couple of years ago permitting departments to propose program-level (rather than just course-level) intensives. The General Education Committee recently received four such proposals and has already approved several of them. Increasing program-level fulfillment of intensives will help the University increase GER compliance, as mandated by the Higher Learning Commission. **Deans, encourage departments to propose program-level options for fulfilling intensives if such an option is appropriate for them.** Dr. Gergits will be happy to work with them.

Compliance: Marie Cullen has compiled general-education compliance data from last year; we will forward it to deans.

Curricular Activity Without Following Prescribed Academic Senate Procedures: Dr. Gergits noted that she has just learned about large curricular changes that appear to be planned for spring

semester; yet these proposed changes have not been submitted to the Curriculum Committee and the General Education Committee. Proposed course deletions must go to the Curriculum Committee. Proposed deletions or additions of general-education courses must also go to the General Education Committee.

Dean Licata noted that proposed changes such as deletion of STEM 2600 would affect a number of students and departments. **There must be wide conversation and timely communication with Deans Council, Academic Senate and relevant committees, advisors, department chairs, faculty, and students when such a critical change is being proposed.** Advisors and students need to know about such changes long in advance. The entire University community needs to be involved in the conversation.

8. Adjourn: The meeting adjourned at 3:20 p.m.

Attachments:

- Two documents on dean's list for part-time students
- Handout on multimedia in YSU classrooms
- Draft Academic-Division Priorities for FY 2009

Notes & Reminders:

ASAP Resolve any remaining workload discrepancies for 2007-08, and send corrections to Marilyn Ward immediately

ASAP Let Dr. Khawaja know whether you would like to have one or two classrooms outfitted for multimedia

9/24/08 Deans send Nate Ritchey the name(s) of any faculty in your college who would like to participate in writing the grant proposal for, and conducting, the 2009 Summer Honors Institute

9/25-26 Chairpersons' Retreat, Punderson State Park

10/1/08 Targeted-Recruitment Supplement to Jef Davis

10-7-08 Academic Chairpersons' Meeting, Gallery, KC

12/5/08 International Survey to Jef Davis

Minutes Recorded by Bege Bowers