

DEANS COUNCIL MINUTES

WEDNESDAY, SEPTEMBER 9, 2009

1:00 – 3:00 p.m.

President's Conference Room

Members Present: Abraham, Bowers, DePoy, Furnish, Harmon, Hrishenko (Guest), Kasvinsky, Khawaja, Kobulnicky, Licata, Manning (Guest), Mosca, Singler, Ward

1. Announcements

(Khawaja) The first home football game is this weekend. YSU has a positive enrollment picture, and Dr. Khawaja will try to e-mail data to the deans on enrollment by college.

2. Student Threat Assessment Committee (M. Manning)

Martin Manning, Associate Director of Student Life, whose primary responsibility is student conduct, stated that this year a new group was formed, called the Student Threat Assessment Team (STAT), to assist in dealing with distressed and upset students. Mr. Manning distributed a copy of new reference materials, the *Faculty and Staff Help Guide*, which are also available on the website: www.ysu.edu/stat. The team's goal is to share this information with as many groups on campus as possible. The team meets weekly to review faculty and staff concerns and complaints. Questions should be directed to the members of the team located on the 1st page of the guide.

3. Turning Technologies VOC Program (M. Hrishenko)

On behalf of the Technology Division, Mike Hrishenko presented information on a partnership in progress called Turning Technologies Voice of the Customer Program that would help to increase technology on campus. Mike asked Deans Council to look at the rough draft proposal of a formalized plan that is being developed with Turning Technologies (TT). The document deals with items that TT would like to see to allow them to gain information on how technology is used and could be used in the future. YSU challenged TT to provide more benefits for YSU, so a YSU learning community will be developed. There will be paid internship opportunities for YSU students. Hrishenko requested that Deans Council call him if more information is desired, and e-mail input on the document to him by Friday, September 18, 2009. The document will be formalized and, hopefully, in place for the spring semester. Paul Kobulnicky added that Maag Library will be one of the test sites for loaning out the TT clickers.

A discussion about Packer Thomas's audit on technology at YSU followed. The data collected showed that the Board of Trustees, the cabinet, and deans polled had vastly different responses. Mike Hrishenko said that the Technology Division's goal is to better communicate and facilitate technology on campus, and a more communicative relationship with the campus community is needed. Dr. Khawaja suggested that it would be a good idea for the Technology Division to

report to Deans Council as a regular part of the Deans Council agenda, and Mr. Hrishenko agreed.

Hrishenko also announced that 65 classrooms have TT software installed, but no receivers are installed yet, due to funding issues.

Media and Academic Computing (MAC) is currently assessing the labs on campus. The deans suggested that MAC contact the deans and chairs to get accurate information before the assessment continues.

4. Position Reclassification/Audit

Dr. Khawaja stated that the issue of institutionally distributing the costs associated with reclassifications has been discussed in Cabinet, and one suggestion was that the divisions absorb the costs. Just as there is a thorough review process in requisitioning positions, there ought to be a thorough review process when requesting reclassifications. Notwithstanding budget issues, it would seem that secretarial job descriptions ought to be roughly the same in each department. Positions should not be reclassified ad hoc. Also discussed was the responsibility of the chairs to keep job duties within the realm of employees' job descriptions. Additionally, with the turnover in chairs, there needs to be a chair orientation on the issue of job descriptions. As indicated by Martin Bramlett, Interim Human Resources Officer, one can assign work outside of a job description on a temporary basis (a month or two), and that would not change the classification permanently.

5. Department Goals/Plans

In lieu of traditional comprehensive program reviews, which normally occur on a rotating basis and only once every five years, Dr. Khawaja would like for departments to do annual updates of their short-term goals, followed by annual reports on progress toward achieving those goals. **He asks that departments review and update their short-term goals—perhaps goals and issues identified in the comprehensive 2006-07 program reviews—and select a subset of three or more goals to be focused on in 2009-10.** (Departments that identified goals for 2009-10 when they compiled their annual reports for 2008-09 may revise or resubmit those same goals.) **One of these goals should identify the student learning outcomes that they intend to assess this year.** Dr. Bowers will determine due dates and notify the deans.

Departments will submit their list of goals for 2009-10—along with the criteria by which they will measure progress in achieving them—to their deans, copied to Bege Bowers in the Provost's Office at bkbowers@ysu.edu, during fall semester 2009. Departments will then report progress on these 2009-10 goals in the annual reports they compile during spring semester 2010. (The framework for annual reports will be distributed in the spring. As in the past, departments may be asked to report additional information such as accomplishments of faculty, staff, and students and progress toward college, division, and University goals—not just progress on departmental goals—when they compile the annual reports.)

For the long-term, Dr. Khawaja would like for the process to be continuous, with departments developing goals in the spring, submitting them in late summer or early fall, and reporting on them in the spring. This continuous planning and reporting—along with ongoing review of assessment and other departmental and program data—would constitute “program review.”

6. Old/New Business

Marilyn Ward distributed reports on the status of 2009-10 reassigned time by both college and individuals. She also passed out the final 2009 budget status report, with a picture of each dean’s individual college (operating expenses only) budget. Marilyn noted that fringe benefits must always be allotted/transferred for non-permanent employee expenses (such as supplemental pay). Dr. Khawaja will be speaking to the deans about budget matters if needed.

There are still 66 courses missing instructors that need to be entered into *Banner*. Please update this information ASAP.

Paul Kobulnicky gave a quick update on the Human Resources position search. There are currently 8 to 12 candidates, and there is a high probability that we will have someone capable to fill the role.

7. Adjourn

Minutes submitted by Debbie Withrow