

DEANS COUNCIL MINUTES

WEDNESDAY, JULY 2, 2008

1:00 – 3:00 P.M.

President's Conference Room

Members Present: Abraham, Bowers, Elias, Funk, Furnish, Kasvinsky, Khawaja, Kobulnicky, Licata, Singler, Ward

1. Announcements

- (Khawaja) Dr. Khawaja welcomed Dr. Janice Elias, Interim Dean of the Bitonte College of Health and Human Services, and Dr. Darla Funk, College of Fine and Performing Arts, to Deans Council. The Provost passed out the current list of 2008-2009 Academic Deans and Chairpersons (see the Office of Human Resources website), and noted that there are 6 acting chairs or directors for 2008-2009.
- (Ward) Marilyn Ward handed out a report to the deans listing their college and estimate of laboratory materials fees; the advance has been deposited to their respective FOAPALS.

2. All Alumni Event – July 12, 2008 (H. Belgin)

Heather Belgin sent the following message to the deans: The All Alumni Reunion will be held 7-12-08. Three hundred forty reservations have been received thus far, including many from outside the local area. Many more walk-in attendees are expected. Copies of the program booklet will be delivered to the deans next week, as soon as a problem with the printing press on campus is rectified.

3. ACE Negotiations Update

Dr. Khawaja said there are many rumors floating around, so he wished to say that negotiations with ACE are in the stage of discussing finance matters, and the teams are on hiatus and in a fact-finding mode. The end of negotiations is near, and things are really not bad.

4. 2008-09 Divisional/Institutional Priorities (B. Bowers)

Items from the colleges that rise to the level of institutional priorities were due to Dr. Bowers 6-30-08. Council members who have not sent their reports should e-mail their list to Dr. Bowers as quickly as possible. This list is separate from that of Dr. Singler's request for next year's academic strategic planning priorities—although some of the information may overlap.

5. Community College Program Template (B. Bowers)

Dr. Bege Bowers passed out an inventory of associate-level programs and certificates that precede the baccalaureate level, to be used as part of the planning for a community college and requested by the state's implementation team. All departments were requested to verify the information very carefully and make sure no programs had been left out. (See the attachment, which is the final version that was submitted to the state.) The deans were asked to send the inventory to the department chairs, stressing the need for accuracy of the data, and to return the updated forms to Dr. Bowers by July 11, 2008. Chairs were asked to include only 'live' data, not those programs/partnerships that have never been acted upon.

6. HLC Site Approvals (B. Bowers)

Dr. Bowers said that back in the spring a call was put out and department chairs updated their listing of off-campus sites where 50 percent or more of a program or any portion of a degree-completion program was offered. The HLC led us to believe that this would serve us in good stead. However, they approved only 6 requests at that time, so if there are others for fall 2008 and spring 2009, they must have approval beforehand or YSU will lose financial aid. Please send your requests to Bege, and she'll send the new list for approvals to the HLC today or tomorrow. Karla Krodell, Metro Credit, and education personnel should be made aware of this matter. **From now on, all such sites must be approved before courses are offered there; approval normally takes 60-90 days, at a minimum fee of \$650 per site.**

Dr. Singler announced that Dr. Sweet will be holding a celebration in the near future in recognition of YSU's accreditation. A formal announcement will be sent out, and everyone is encouraged to attend.

7. 2008-09 Academic Strategic Plan Priorities (C. Singler)

Dr. Singler has received only half of the college reports needed to compile the new list of the 2008-09 academic strategic plan priorities. Some of the items from last year have been completed, some will be continued, and new priorities need to be added. Please e-mail Dr. Singler your report on the status of all of your college's priorities for next year as soon as possible.

8. Rising Transportation Costs....

Dr. Khawaja said we are trying to put together a small group of people to start a conversation about the rising costs of transportation--what options can be looked at immediately and what we should be looking at strategically in the future--to help with the price of commuting to college.

9. Old/New Business

Marilyn Ward stated that the summer semester 2 verifications are due by noon tomorrow, July 3, 2008. Dr. Khawaja asked the deans to adhere to the deadlines.

Dr. Singler passed around a draft letter to be sent from the Provost's Office relative to the policy regarding the need to cancel a class on short notice due to circumstances such as instructor illness, transportation problems, snow, emergencies, or death in a family. Dr. Singler stressed the need to inform students in a timely manner that a class is cancelled. (See the attachment for the class cancellation procedure letter e-mailed 7-28-08.) Dr. Singler said that the chair must be brought into the loop on class cancellations, and only a chair or dean can cancel a class. The cancellation procedure should be noted in the course syllabus. Notices must be put out on the *Banner* system, and an e-mail can be sent to the students through the chair or designee. A note on the classroom door is helpful. Dr. Furnish felt that this information should be put into governance documents. Dr. Khawaja said it is a given that cancelling a class is an option of last resort--students are coming here for class, and we need to have coverage for that class. We need to set up expectations--our obligation as teachers is that the learning process should continue.

Dr. Khawaja informed the deans about 2 items in the new OEA faculty contract—one dealt with summer compensation caps for faculty beyond 6 hours per term and 9 hours total for the summer. There are always significant numbers of waivers beyond those limits, so the administration entered into agreement with the faculty negotiating team, and the contract will reflect the language that summer compensation beyond the 6 and 9 limits will be paid at the overload pay rate. The logic was that the limits are set to be similar to the 25th work-load hour or beyond (which is paid at the overload rate) during fall through spring of an academic year, and the union felt it was a sound argument.

The second item, an M.O.U. (the M.O.U. is now incorporated into the collective bargaining agreement; see p. 34, 12.4: Eligibility for Promotions), deals with a 1-time provision of giving instructors who are on term contracts and who have served for 5 or more years in a term capacity as of August 2009, the option, on a 1-time basis, to apply for promotion to the assistant professor rank. Dr. Khawaja wanted the deans to be comfortable and know that there is no implicit or explicit understanding that any or all of these instructors would be promoted. A discussion should take place among the deans on this matter, and we want to do what is right for the respective colleges and allow the group to have this 1-time shot. There is no hidden agenda. It is not a personnel matter, just a one-time issue that needs resolution. Dr. Khawaja will send a list of eligible instructors to the deans.

10. Adjourn

Submitted by Debbie Withrow