

DEANS COUNCIL MINUTES

WEDNESDAY, JULY 30, 2008

1:00 – 3:00 P.M.

President's Conference Room

Present: Abraham, Bowers, DiPillo, Elias, Funk, Furnish, Kasvinsky, Khawaja, Kobulnicky, Licata, Singler, Ward, Burden (guest), Stringer (guest)

Announcements:

- Khawaja: Student headcount for fall 2008 appears to be down compared to the corresponding time in the registration cycle last year. Student calling lists have been sent to the colleges. Check with advisors and let Dr. Khawaja know if there's anything he needs to report to Dr. Sweet.
- Khawaja: In May, Yulanda McCarty-Harris sent a notice to deans, directors, and department chairs soliciting nominations for presidential mentors. If your college hasn't nominated, please consider doing so.
- Kobulnicky: Supervisors need to be aware of a number of changes (e.g., hiring procedures) in the new ACE contract. Training sessions will be conducted beginning in August. Please attend the training, and encourage others in your area to do so.
- Dr. Khawaja will be out of the office July 31 (afternoon) through August 10; Bege Bowers will serve as Acting Provost while he is out.

1. Distance Learning (Annette Burden)

Definitions and Workload:

Dr. Burden presented the attached *PowerPoint* on "Distance Ed at YSU: Workload," focusing on definitions of different forms of distance education (e.g., asynchronous, synchronous) and statements on workload in Article 28 of the new faculty contract. The many hybrid forms of distance education make definitions complicated. The new contract states that bargaining unit faculty members will receive *two workload hours* of reassigned time "for instructional design to develop a new or make major revisions to an approved online distance learning [course]." In addition, "Compensation for the instruction of an asynchronous distance education course shall equal the workload hours for that course plus one (1) additional workload hour unless otherwise agreed to in the Faculty Distance Learning Agreement" (see page 65 of the new *Agreement*).

These workload and reassigned time stipulations pertain to *asynchronous* distance learning. It had been standard for faculty to receive reassigned time and additional workload for developing and teaching interactive video courses in the past. That will no longer be the case. However, Dr. Khawaja noted, deans may approve reassigned time or additional workload for interactive video/synchronous courses if the situation warrants (e.g., the full-time or part-time faculty member is developing such a course for the first time). Include the rationale on the reassigned-time and distance learning forms. The new distance learning forms (when they are ready) will be

placed on the distance learning and Provost's web sites.

Training and Scheduling:

Dr. Burden noted that individuals developing and teaching web-based courses need knowledge about instructional design related to distance learning. People designing a new course must be trained in best practices and technology and appropriateness of the technology used for the type of course being offered. She will offer one or two *training* sessions soon and then regularly thereafter.

A course cannot be taught in the term in which it is developed. Instructors must be properly trained to teach distance courses. No course may be offered without proper approval and forms. Send the forms to Dr. Burden, who will forward them to the distance learning review committee; the committee will review the rationale and recommend approval or not. Dr. Burden will then send the forms to the Provost's office with a recommendation about approval; the Provost's Office will then act on the recommendation and send copies of the forms back to Dr. Burden. **This process must be completed by the time stipulated in the Schedule of Operations (e.g., September 12, 2008, for spring 2009 courses).**

Marilyn Ward noted that **the time allotted for development/design of a distance learning course should be captured on the non-teaching-duties form.**

Other:

- Dr. Burden thanked deans who have pledged money to support the first annual distance education conference at YSU, which will take place October 17. **Deans who are pledging, please send your budget transfers for the pledges to Marilyn Ward.**
- **Deans, please have chairs e-mail a list of the video conference (VC) and web-based (WB) courses that their departments will offer in fall 2008 to you and Dr. Burden (amburden@ysu.edu) by Friday, August 8. For each course on their list, they should designate whether the course is VC (video conference) or WB (totally online).**
- Dr. Khawaja noted that we "need order and structure" for distance-learning courses, but we don't want to suppress creativity and development of such courses. Dr. Burden offered to meet with college faculty if the deans would like for her to.

2. Alumni Survey (Sharon Stringer)

Dr. Sharon Stringer, Assessment Director, noted that multiple offices (e.g., Assessment, Career Services, departments) currently administer alumni surveys; however, there is no cross-unit coordination of the survey content or processes. The Higher Learning Commission site team suggested that we could do a better job of utilizing alumni as a rich source of information about YSU's programs. See the attached file on alumni surveys for an outline of Dr. Stringer's presentation.

Dr. Stringer and several Assessment Council members could be trained to conduct focus groups

to complement surveys. She and Dean Ginnetti have talked with Eduventures, an outside company that could conduct alumni and/or employer surveys for us.

Deans Council members made several suggestions:

- A general university-wide survey won't supplant the need for individual programs to do some surveys, too.
- Put the survey(s) online, and notify individuals by e-mail.
- Short surveys work best.
- If we use an outside company, use one that does web surveys with data-analysis capabilities.
- We need to ask alumni where they are employed; how much they make; etc.
- The Office of Assessment could be a repository for information about the surveys and provide information about implementation and development of surveys through workshops, etc.
- In constructing a survey, it's important to know the purpose of the survey: What do we want to use the data for?

Other points raised included the following:

- YSU doesn't yet give graduating students/alums a lifelong e-mail address.
- The alumni database needs to be updated; alumni should be able to update the database online.
- We shouldn't mix a survey from the Development Office with a survey that serves assessment and department interests. Units can send information they gather to other interested units.

3. *Academic Strategic Plan Priorities for 2008-09 (Charles Singler)*

Dr. Singler distributed lists of items "completed" last year and the continuing and new priorities that Deans Council members identified for 2008-09 (see the [Academic Strategic Plan](#), pages 8-9, for specific goal numbers). Comments and suggestions included the following:

- Each college has someone on the engagement committee; we will be working with Campus Compact this year. There will be a conference this fall with faculty presentations and an invited speaker such as George Mahaffey.
- Tie engagement back to the American Democracy project.
- Construct a matrix showing additional financial resources provided (by colleges, the Provost's Office, etc.) for each of the items in the plan. Marilyn Ward can supply information on items that the Academic Division included in the budget request.
- Economic development cuts across goals in the *Academic Strategic Plan*. Create a separate category for it. Deans Licata and Abraham will coordinate efforts for items related to economic development.
- Implement the University College concept this year.
- Implement recommendations from the report on international activities.
- Continue to monitor the full-time/part-time faculty ratio. Refocus discussion of Goal II 5

to focus on why full-time and new faculty are necessary for achieving the mission; divert discussion from the emphasis on reassigned time. Explore the teaching load at “peer” institutions in Ohio.

- Monitor increases in graduate student FTE (we are currently on target to meet increases designated in the *Academic Strategic Plan*).
- Add a stronger focus on faculty mentoring and development (Goals II 6 and 7) to the priorities for this next year. Jan Elias agreed to coordinate this focus. Plans for faculty development should reflect elements of our evolving mission (e.g., engagement, sustainability, distance education) and role in the University System of Ohio.

Note: For the minutes, Dr. Singler refined and regrouped items based on discussion at the July 30 Deans Council meeting (see the attached file on *Academic Strategic Plan Priorities*).

4. New-Faculty Start-up Funds (Peter Kasvinsky)

Dean Kasvinsky redistributed policies and procedures for start-up funds for new faculty (see the attached file). Funding would remain with a position until the position is filled, even if the position is not filled until the next year. The formal request should conform to the policies and procedures and accompany the position request. The policies and procedures are also online at the following link: http://www.ysu.edu/provost/communications/New-Faculty_Start-up_Funds-PJK_4-11-08.pdf. (FYI: The Provost’s web site contains links to several Academic Division policies and forms: <http://www.ysu.edu/provost/communications/policies-forms.shtml>.)

5. Research Assistants (Peter Kasvinsky)

Dean Kasvinsky noted that some faculty are awarded research assistants (RAs) and then overspend (i.e., they pay the student more than \$1800). Covering the additional money becomes the responsibility of the department and college; however, there are currently no sign-off slots for the chair and dean on the RA form. Slots for the chair and dean to sign will be added to the form, and the chair and dean will receive copies of the completed forms. Dean Abraham and the Provost say to have the chair sign the timecards. Chairs need to receive a list of the RAs allotted, along with a note saying that chairs are responsible for signing timecards and not going over the amount budgeted for each student.

6. New Faculty Requests (Marilyn Ward)

Marilyn Ward sent deans an e-mail July 29 requesting initial position requests by August 8: “The position requests should be submitted for replacement positions (if known or anticipated) and any new positions which should be considered. **Please submit the YSU Vacant Faculty Position Requisition and any support documentation to [Marilyn Ward] on or before August 8, 2008.** Dr. Khawaja will review the submissions and [she and Dr. Khawaja] will meet with each dean individually after he returns on August 11th. The position description should be included if it is pertinent to the discussion of the position, but will also be accepted after the review if more time is needed to develop the description.”

7. Old/New Business

Enrollment for fall appears to be down, particularly in BCHHS. Dr. Khawaja distributed an enrollment summary labeled “4 weeks out.” There are still several SOAR sessions before fall term starts. Dr. Khawaja will ask for a more detailed enrollment summary: continuing students, new students, etc.

8. Adjourn: The meeting adjourned at 3:53 p.m.

Reminders:

- 8-18-08 Provost’s All Faculty Meeting, Chestnut Room, KC, 2:00 p.m.
- 8-19-08 Chairs’ Meeting re New Faculty Contract, Board Room, Tod Hall, 10:00 a.m.-noon
- 8-20-08 Provost’s New-Faculty Academic Orientation, DeBartolo Stadium Club
- 9-25 &
- 9-26-08 Chairpersons’ Retreat, Punderson State Park

Minutes recorded by Bege Bowers