

## **DEANS COUNCIL MINUTES**

**WEDNESDAY, AUGUST 20, 2008**

**3:00 – 4:30 P.M.**

**President's Conference Room**

Members Present: Bowers, Elias, Furnish, Ginnetti, Grilli (guest), Khawaja, Kobulnicky, Licata, Rodabaugh, Singler, Ward

### 1. Announcements

Enrollment statistics as of Monday, August 18, were passed out (see the attachment). There have been problems with registering reinstated students—there seem to be many steps to get students registered, but very few people to help in the actual process of getting them registered. Dr. Khawaja encouraged the identification of enrollment problems. Also, every college should be looking at retention and try to identify individuals that can return to YSU this fall.

### 2. New Funding Formula for State Universities (G. Grilli)

Gene Grilli said that the state funding formula is being reexamined as we speak, and a significant change in the funding formula is proposed. See the attached handout. Mr. Grilli stated that YSU's funding is currently based on the 14-day enrollment figure, but the idea now is to move to base funding on course attainment. Course attainment means the enrollment goals will be based on successful course completion--a grade of 'D' or higher. Access funding will remain in place as well as Success funding. Other than that, no more is known. Dr. Khawaja said it is a significantly important change to go from seat count to course completion. We need to think about some of the ways we do business and operate--we need to assess their impact in terms of what we receive from the state. There will be a transition—but moving from one funding to another is a new day. So we need to engage in discussions immediately about the future. Dr. Khawaja needs a timely update on the funding formula matters, and Council will have several conversations on this matter. In the meantime, he asked everyone to think creatively.

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

The deans' letters were mailed out last week to the incoming freshmen. So far, 350 students have responded to the invitation to the Freshman Convocation. The deans are to encourage the faculty and chairs to attend the ceremony. Robing will take place before 2:00 p.m. The event will be held to no more than 1 hour. Send your student ambassadors' names to Jackie LeViseur, and she'll print the name tags. Scholarship recipients will be asked to stand to show the strong academic performance level that YSU is bringing in. The rain plan is to take the picnic to the Kilcawley Chestnut Room area. Some of the Office of Undergraduate Admissions staff are participating in the event. Dr. Khawaja thanked Dr. Licata for thinking of the idea and bringing it to this stage.

#### 4. Faculty Position Processing (B. Licata)

Dr. Licata asked if soon some time could be spent going over the steps needed to hire new faculty. Perhaps once the process is known, there might be suggestions on how the process could be streamlined. There is an overriding concern that recruits already have offers in hand when they come to campus. Therefore, for YSU to compete, more efficiency is needed in getting employment offers to new faculty. Dr. Khawaja will check with Human Resources about reviewing the process.

#### 5. Summer 2008 Experience (C. Singler, M. Ward)

Dr. Singler informed Council of the difficulties and problems encountered by Marilyn Ward with the summer term timelines. Difficulties included incomplete and incorrect information, such as the workload not being reduced on a low-enrollment course; the name of the instructor teaching the class not being entered or being incorrectly entered; and lack of monitoring of workload limits. The contract language said that hours taught in the summer term would be no more than 6 hours per term and a total of 9 hours for the summer. There were many exceptions to that rule, with no explanations.

In the future, these problems must be avoided. Dr. Khawaja said one issue that can't be solved is the long manual process that Marilyn Ward must go through checking the data she's given and calculating all the data correctly. Marilyn had to monitor the chairs' timelines; but deans should have been monitoring the chairs' deadlines.

Dr. Khawaja believes a cultural change is needed that the deans and chairs need to invest in. Dr. Khawaja said that this is a serious problem, and the Provost's Office will provide examples to the deans of the difficulties encountered, and let the dean and chair meet in the fall in a 1 on 1 meeting. The deans then should address the matter with the Provost this fall in a 1 on 1. Dr. Elias stated that the chairs are not copied on the contracts that the faculty receive, so the chairs have no way of knowing if there is a mistake. Dr. Licata asked and Dr. Khawaja agreed that a review of the formula for calculating workload should be performed. Teri Riley is reviewing the courses and workload in the light of the new contract, and the issue should be able to be resolved this fall.

#### 6. Reassigned Time 2008-2009 (M. Ward)

Marilyn will make a chart of reassigned time (forms were due May 14), but there are still some reassigned time forms missing. She will send electronically in table form a list by faculty member and their number of hours. The deans are asked to review the document and see if there are any glaring errors. This information is part of what will be used for faculty position analysis.

#### 7. B.O.T. Report

The work of Deans Council on the Academic Strategic Plan as well as that of the Institutional Response Committee concerning the State's Strategic Plan was included in Dr. Khawaja's report to the Board of Trustees at the Board Retreat. Dr. Khawaja thinks the presentations of the

reports went well. The issue of the Centers of Excellence (strengths and niches) is a difficult issue that can't be left unattended. Having Dianne Bitonte Miladore on the Institutional Response Committee is helpful in conversations at the board level. The committee seems to be moving forward and trying to resolve the dual identity issue of certain centers being state-funding eligible while other centers would not be state-funding eligible. Those centers that qualify for state support could be a subset of the total number of centers that YSU defines for itself. A central theme of our existing mission is access. We would brand ourselves differently under the new mission.

#### 8. Old/New Business

Kobulnicky said that the English Language Institute, the Reading and Study Skills Center, and the Writing Center are in the process of moving to the lower level of Maag Library. Dr. Khawaja said a reception to celebrate the relocation is being planned.

#### 9. Adjourn

*Submitted by Debbie Withrow*