

**Deans Council Minutes**  
**January 20, 2016**  
**Leaders' Conference Room**

Present: Abraham, Ball, Cossentino, Crist, Howell, Hripko, Kestner, Licata, Mosca, Reagle, Sanders, Sturru, Swegan, Ward

Guests: Corey Andrews, Ron Cole, Hillary Fuhrman, Ross Morrone, Shannon Tirone

**Minutes of November 17, 2015, Meeting**

Interim Dean Crist made a motion to approve the November 17, 2015, Deans Council minutes. Interim Dean Kestner seconded the motion. A vote was taken, and the minutes were approved.

**DFW Rates**

Associate Vice President Reagle distributed a list of D/F/W rates for fall 2015. The information includes non-attendance F grades but does not include I grades. The report only lists courses with over 33% of students who received a D, F, or W and was sorted by (1) the largest number of students who did not pass the courses, and (2) the percentage of unsuccessful students. Questions and suggestions about how to reduce the rates were discussed. The deans were asked to confer with department chairpersons and share the information with faculty. It is important to find ways to fix the problem and address challenges. Dr. Reagle will forward the original data to Council.

**Dismissal of Conditional Admission Students**

Associate Vice President Reagle reported the Student Success division is still reviewing numbers on the conditional admit (CA) students from fall 2015 semester. If CA students do not achieve the minimum 2.0 GPA, they are suspended but will be referred to their academic advisor if the student wishes to appeal. Academic advisors can recommend students be allowed to continue their studies if the CA students were slightly under the 2.0 GPA but completed all of the requirements of their contracts. CA students who attain above a 2.0 GPA are removed from conditional status. CA students who earn a 2.0 GPA but do not attend the required meetings are not suspended. Dr. Reagle noted there were more CA students in fall 2015 than fall 2014.

**Discussion of YSU Faculty Credential Guidelines Document and Requirements**

Associate Provost Ball distributed two documents: (1) Highest Degree Level for Part-Time Teaching Faculty and (2) YSU Faculty Credentials Guidelines. Dr. Ball stated the part-time form has been updated and is posted on the HR and Provost's offices websites. Current part-time faculty members should already have an older version of the form in their files. In general, the Higher Learning Commission prefers to certify faculty based upon their academic credentials and degree earned, but an equivalent qualification is allowed (e.g., the HLC would qualify an individual with 20 years as a professional musician to teach music lessons). The general standard is the HLC wants faculty members to have one degree higher than the course level they are teaching (e.g., an instructor must possess a master's degree if teaching a bachelor's-level class). The HLC has especially rigorous expectations for faculty members teaching general education courses.

Ms. Ward explained that if a person is qualified to teach based upon credentials, no statement of qualifications needs to be inserted in the "Equivalent Qualifications" section, and nothing should

be added in the “Courses” section. Unnecessarily completing those sections bogs down the process. Those sections should be completed only if faculty members are limited to teaching specific courses. It has been noted that part-time faculty members are completing the forms. The forms should be completed by the department. Also, it is a Board policy that official academic transcripts are required to teach at Youngstown State University. Dr. Ball said some department chairpersons have expressed their frustration because many part-time faculty members were either hired without transcripts or transcripts can no longer be located. Dr. Ball asked Council to review the YSU Faculty Credential Guidelines and explained it is a draft document and exceptions need to be spelled out. Any suggestions and recommendation to this document are welcome. It was emphasized that faculty members who are not qualified to teach or are unwilling to provide credentials will no longer be allowed to teach. One department was recently notified that six of its part-time faculty would no longer be permitted to teach. The HLC guidelines go into effect fall of 2017. YSU may be one of the first institutions to be evaluated by the new guidelines. Ms. Ward reminded Council to send the documents they request for the part-time faculty application to Human Resources, and to send the HLC documents to the Provost’s office.

### **Program Review Update**

Dr. Corey Andrews, Coordinator of the Academic Senate Program Review Committee, distributed a handout, “Information on Program Review Process, 2015-2016” and stated both full and abbreviated reviews will be due soon. Training sessions for program coordinators have commenced, and three sessions are scheduled for the week of January 25. Dr. Andrews stated he met with the Academic Senate Program Review Committee, and all members are in agreement with the process YSU will be undergoing regarding college completion. Dr. Andrews said he will be in touch with each team, and he will communicate what the college contacts need to do to submit the reports. More instruction and training will be provided as needed. At the first level, reports will be submitted to the College Completion committees, who will review the reports for completeness. A rubric is included in the handbook. The deans will be asked to assemble a small committee to review. Revised reviews are due to the University-Level Review Committee on February 19. The Academic Senate discussed enlisting two members of each college to be a part of the University-Level Review Committee for a total of 12 members. There will be 20 full review reports. The revised full program reviews are due to the Academic Senate Program Review Committee by April 1. The final stage will be to incorporate suggestions from the Senate committee and make final recommendations to the Provost by May 3. If there are questions, Dr. Andrews can be reached at x3642 or by email [ceandrews@ysu.edu](mailto:ceandrews@ysu.edu).

### **Update on NSSE**

Ms. Fuhrman reported the National Survey of Student Engagement (NSSE) begins February 9. The survey is directed at first-year and senior students and provides feedback regarding student engagement in educationally-purposeful activities. Modules will include first-year experience and global learning. Ms. Fuhrman told Council they will “litter the campus” with posters and ads to inform students and she asked for help in publicizing the survey. There will be prize incentives, and an additional amount of prizes will be added as more student responses are received. If YSU has 20% participation, there will be a 28% chance a student could win a prize. The survey will be distributed to students five times. In the past, the survey was administered every three years, but going forward, it will be administered every two years. Ms. Fuhrman mentioned that YSU was considered the NSSE “poster child” for its high participant rate in the past, and that YSU’s achievement was mentioned on the national NSSE website.

## **Communications Update**

Ron Cole shared with Council facts about the *YSU Magazine*:

- Two editions are printed per year – spring and fall.
- 85,000 copies are circulated in the United States.
- The magazine has 40 pages per issue/80 pages per year.
- The annual report is no longer in print version but is available on-line.
- Input is received from many constituents: faculty, community members, donors, and alumni.

Mr. Cole stated the magazine formerly had an editorial board, but that board had mixed results. Instead of creating a new board, Mr. Cole would like to utilize Deans Council as an advisory board to be the sounding board so important news is not missed. He proposed meeting with Deans Council three to four times a year about story ideas with the intention to make the publication even better than it is. Mr. Cole noted the spring edition will feature Ashley Orr, and this edition will be the first time a student has been on the cover. Other features will highlight the new book by Drs. Sracic and Binning, the work of alum Henry Gomez in covering the elections for the *Plain Dealer*, and alums in the microbrewery business. Associate Vice President Tirone stated the deans have an inside connection to events in their colleges, and this information should be shared with Marketing and Communications. Mr. Cole reminded Council that everything cannot be included in the magazine, but information can be featured in other YSU media (e.g. *YSUupdate*). Mr. Cole also stated he would like to update the YSU faculty expert list. When national news stories break, the university can share YSU experts with local media, and these experts can speak to the issues. Ms. Tirone stated she would like to share that expertise with media outlets in Cleveland and Pittsburgh. It was noted that faculty might need training on how to talk to the media. Interim Dean Crist stated public speaking training is available with ConneX in the basement of Maag Library. Associate Vice President Hripko stated the physical renovation of Wick and Lincoln Avenues would be a great future magazine feature. Council expressed its approval to act as an advisory board.

## **Distinguished Professorship Award Process and Timeline**

Provost Abraham updated Council regarding the MOU that was approved for the Distinguished Professorship Award process. Implementation will take two years. This year's timeline challenges are written into the MOU. There is now a two-stage review process. A first review will be at the college level, and the second will be a university-level review. The make-up of the college committees will be at the discretion of the deans and should have 3-5 members. Those faculty members being nominated for an award should not be part of the committee. Volunteers are helpful. Each college will need to have an election, and the names of the top three individuals receiving the most votes must be forwarded to Provost Abraham. Chairpersons are no longer eligible to receive a DPA, but they can serve on the committee.

## **Low Enrollment Report for Board of Trustees**

Provost Abraham announced the report for low enrolled courses and programs was forwarded to the deans. Concerns should be forwarded to Dr. Abraham by the end of the week. The report must be submitted to the Ohio Department of Higher Education prior to January 31. Associate Provost Ball asked the Provost if he had any indications of what other universities would be submitting. The Provost indicated the YSU report is probably not out of the ordinary compared to what most of the universities are planning to submit and he said he feels the ODHE is looking at ways for universities to be more efficient and to see if there are ways for institutions to collaborate. Dean

Licata asked if there was anything in the report regarding the upswing in degrees being granted, and she noted a decline in headcount does not necessarily mean a decline in numbers.

### **Roundtable**

Provost Abraham stated that Vice President McNally is asking for appointments from the Academic Affairs division to review the proposals for external management of the campus bookstore. Dr. Abraham stated he would prefer faculty members be appointed, and he asked the deans to share their recommendations with him. Names should be forwarded to the Provost as soon as possible.

Provost Abraham reminded the deans that email correspondence regarding the scholarship deadline of March 1 was sent to the deans via email from Jackie LeViseur, with comments from Elaine Ruse. Please adhere to the deadline.

Marilyn Ward reminded Council the deadline for changes in lab and materials fees is January 31. Ms. Ward will be sending the new fees schedule with a deadline in March. Changes in college fees can be completed at any time before the deadline. Budget reallocation requests are forthcoming. Term faculty renewals will be requested. The annual termination letters will be sent to term faculty. Paperwork is not needed for temporary faculty members in year one or two. At the end of the third year of a temporary faculty, paperwork must be renewed. Confirmation of satisfactory performance will be requested for temporary faculty before renewal is processed.

Interim Dean Sturris stated the STEM dinner will be Wednesday, February 17, 2016.

Associate Vice President Hripko stated QUEST will take place on April 5. Dr. Jeff Coldren is serving in the role of the Executive Producer for this year. Research applications will be distributed on approximately February 1.

Dr. Cossentino stated the Honors College will hold its recognition celebration on Friday, April 29, from 2:00 – 5:00 p.m. with the reception being held from 2:00 – 3:00 p.m. There will be college tables, but these tables may break out into other rooms to demonstrate the student work per college.

Dean Sanders reported the doctoral students are voting on the special regalia they will wear for commencement. The black gown with the block “Y” is currently in the lead. The Academic Events Committee chose the gowns they felt were appropriate.

Associate Provost Ball stated the migration phase of the eCatalog into Courseleaf is taking place. It will take three to four weeks to migrate, and YSU will have the opportunity to make edits to the 2016-17 catalog following migration.

### **Adjournment**

With no further business to come before Council, the meeting was adjourned at 2:54 p.m.

*Respectfully submitted by Jodi Clowes*