

**Deans Council Minutes
May 18, 2016
Leaders' Conference Room**

Present: Abraham, Ball, Cossentino, Crist, DiPillo (for Howell), Hripko, Keillor (for Licata), Kestner (for Blair), Mosca, Myers, Reagle, Sanders, Steelant, Sweagan, Ward

Guests: Joseph Palardy, Kimberly Verdone

Minutes of the Meeting of April 20, 2016

Associate Vice President Hripko made a motion to approve the April 20, 2016, Deans Council minutes. Dean Sanders seconded the motion. A vote was taken, and the minutes were approved.

General Education and Academic Advising

Ms. Verdone and Dr. Palardy distributed a handout titled "2016 May Graduates General Education Audit." Ms. Verdone explained the handout and the graduation review process. She shared reasons students are not being cleared for graduation. One reason is because students complete courses not approved in any of the general education domains. The SPA (social and personal awareness) domain has the largest number of violations. Another reason is the use of developmental classes, some from partnership programs, that did not equate to YSU courses. Other problems arise when students believe YSU accepts "D" courses as a transfer, as in the English composition classes. The Ohio Transfer Module does accept "D" courses, but YSU does not. YSU may be moving to the A B C D F grading system in the English composition classes, which will alleviate this problem. Another common problem is students do not fulfill the number of required courses within the GER domains. Dr. Palardy explained there is not a lot of wiggle room for substitutions, as all courses should fall within the General Education parameters, as approved by the General Education Committee. Dr. Palardy stated some exceptions will be made, but exceptions will be rare. There will be changes in the future, as the ODHE recently finalized new guidelines regarding developmental math. Provost Abraham noted the challenge ahead, beginning with Fall 2016, is that no students should graduate who have not completed the appropriate degree requirements that are valid and approved by the General Education Committee. It is incumbent on advisors to work with students now to make sure the students will have required classes completed by the end of fall semester. Ms. Verdone will help advisors access the degree audit system to get what they need. Degree audit information is presumed to be 100 percent correct. If it is not, the program changes have not been processed correctly. Academic advisors should be encouraged to use the tools available to help the students properly graduate. Associate Provost Ball stated Ms. Verdone and Dr. Palardy met with the academic advisors in YACADA to make sure everyone is on the same page. The meeting proved to be successful. Ms. Verdone has also met with partnership schools to discuss the situations with their advisors.

Fall 2016 Undergraduate Recruitment Dates

Associate Vice President Swegan announced Experience Y dates are July 29, 2016, for STEM, BCOE, and CLASS, and August 1, 2016, for CA&C, WCBA, and BCHHS. In Fall 2014, there were two Crash Days and the enrollments were 130 and 475. In Fall 2015, YSU held one Crash Day, and the enrollment of 1,495 was too large. It was decided to add an additional Crash Day, and to consider offering it on a Saturday. Possible dates are November 5 or November 18. There will be a Crash Day held on June 20, and Royal & Company is doing special outreach for this event. There are 350 students already registered, compared to 300 from one year ago.

Mr. Swegan announced the numbers in housing are increasing. The enrollment in the Courtyard Apartments is up by 74 students, but YSU residence halls are down by 64 students.

Mr. Swegan also announced the June 9 and June 10 SOAR sessions are at capacity. There are some openings in the SOAR sessions the following weeks. Enrollment looks optimistic for Fall 2016.

Part-time Faculty

Provost Abraham stated he has been in conversations with the President and a number of part-time faculty members regarding how to make part-time faculty feel more included in the YSU community. A committee will be formed with part-time faculty members from each college. Discussion items for the initial meeting could include current fringe benefits (sick leave, fee remission, discounts at theater and/or athletic events), pay, years of service, adjunct status, etc. The deans were asked to recommend one or two members from their colleges to be on this committee and to submit their recommendations to the Provost's Office. Provost Abraham stated he would like deans to select faculty who will be able to attend a meeting in person rather than a person who wishes to participate via teleconference.

Budget Update

Provost Abraham announced he does not have much more information on the FY 17 budget than he shared at the last meeting. The initial budget proposal was based upon a one percent enrollment decline. The \$3 million for strategic investment was removed from the budget. Faculty salaries are going up two percent for FY 17, and funds must be found to cover these costs. Staff positions that are vacant will remain vacant. Enrollments are down a bit, so the number of part-time faculty will likely decrease. The distance education fee will increase, and the graduate tuition will increase. If the enrollment goes higher than budgeted, those dollars can be invested to create new opportunities.

Roundtable

Dean Mosca announced the Centofanti lecturer will be comedian W. Kamau Bell from *United Shades of America*. The tentative date for the lecture is October 6.

Associate Vice President Reagle announced his one-year anniversary takes place in two weeks.

Ms. Ward reported on the following:

The summer verification reports went out Tuesday, May 17, and are due Thursday, May 19. All classes were reduced based upon the formula for summer. Classes with enrollments of five and below which are not enrollment driven and should be reviewed for cancellation or conference. If there is to be a different option, that option must be approved by the Provost.

NTD forms are being returned if the packets are incomplete. Each NTD form should include objectives for AY 17, outcomes for AY 16, and a copy of the signed NTD form from AY 16. Once packets are complete, the Provost will review the forms and there could be additional questions regarding the content. The forms will be approved or disapproved, and if the form is disapproved, more information will be needed to resubmit the form.

Ms. Ward stated she will be sending the summary of overload pay, comparing the estimates from February to the actual overload forms recently submitted. The estimates in February should not have changed much. If the forms were processed on time, faculty will get paid on May 15. If the forms were not forwarded to the Provost's office on time, overload will be paid at a later date.

Roundtable (continued)

Part-time and ETS budgets are complete for FY 17. The departments should have enough money in their budgets to pay part-time salaries for FY 16.

Deficits in department budgets will not be covered by the Provost's office. All funding promised from the Provost's office has already been transferred.

Provost Abraham stated that former Provost Ikram Khawaja was opposed to paying overload pay to faculty members receiving reassigned time. Provost Abraham stated he shares this same view. If the faculty are working a full load and also have reassigned time, they are not spending enough time teaching their classes or completing their research. The Provost reminded Council that if a faculty member is getting reassigned time, deans should make sure the faculty members have that time to complete their reassigned duties/research.

Interim Dean Crist stated the College of Creative Arts and Communication was recently awarded a \$100,000 National Endowment for the Arts Our Town Grant. Dean Crist thanked Leslie Brothers, R.J. Thompson, Dominic Marchionda, and Andrew Shepard Smith for their help in submitting the grant. The grant has two projects. One part is storytelling, which relates experiences in arts and how art affected and developed careers in the community. The second part is the development of a community arts project and the collaborative engagement of arts and community members in bringing the arts projects to the neighborhoods. It is hoped to secure a consultant who has done this type of work before to help bring the arts community together. The consultant could also bring together the arts community with downtown, utilizing the work that has been done with the Kent State University architect project and the Cleveland Urban Design Collaborative to employ vacant facilities in downtown Youngstown. Associate Vice President Hripko stated it is very rare to receive an NEA grant, and he congratulated Dean Crist and the College of Creative Arts and Communication for this first-time accomplishment. Provost Abraham stated a news conference will be held in June.

Dean Sanders stated the first graduate application is being processed in the Ellucian system for spring 2017.

Associate Provost Ball stated representatives from CourseLeaf will be on campus July 12 and 13 to conduct training. Anyone who will be updating content in the catalog should make time to attend one of the training sessions. Training will be in two-hour blocks. More information will be forthcoming.

Associate Provost Ball announced that the deadline for Departmental Accomplishments will be June 30. An electronic submission system will be used for this project. An email will be distributed when that information is available.

Associate Dean DiPillo announced the breakfast for Project PASS (Penguin Assistants for Student Success) was a huge success, and she thanked the Provost for his attendance. Project Pass is a program in which YSU candidates work one-on-one tutoring grade-school students from the Youngstown City Schools in reading. There were almost 400 students who benefited from this program during AY 2016.

Roundtable (continued)

Associate Provost Myers announced that representatives from Loughwa University will be on the YSU campus on Wednesday, May 25, and will give a presentation at 10:15 a.m. in the Tod Hall Board of Trustees meeting room. The presentation is expected to be 45 minutes long with a question and answer session to follow. Provost Abraham asked Council to share this information with faculty and staff and to encourage them to attend, as there have been strong relations with Loughwa University for many years. The signing of articulation agreements will take place later in the day. Dr. Myers also announced that two articulation agreements have been signed with CUCN. These agreements are a product of the October trip to China. He also stated the number of international students applying to Youngstown State University has increased from 370 at this time last year to 520. The CISP office is receiving between five and ten applications each day.

Dean Steelant stated he is working with his first donor on a project linked to the Oh Wow! Museum.

Dr. Cossentino stated YSU is hosting a record number of students for the Summer Honors Institute, which will be held June 12-17, 2016. There are 110 participants registered, compared to 65 last year. Dr. Cossentino also noted the following calendar events:

- July 9 – alumni event at Fok Hall from 11:00 a.m. – 1:30 p.m. A brick campaign to raise funds will be introduced at that event.
- August 17 begins the four-day orientation for new honors students.
- August 27 will be the 5th Annual Global Day of Service. Multiple local locations have been identified with some offering options for 50 or more students to volunteer. All are welcome to assist.
- February 10, 2017 – Open House

Associate Vice President Hripko stated Governor Kasich approved \$3 million in the State Biennial Capital Bill for MVIIC. The Center will cost \$20-30 million to build and perhaps an additional \$10 million to equip. Mr. Hripko is currently working to secure additional capital funding from the EDA and the Appalachian Regional Commission on a project to retrain people in Appalachia involved in coal mining who have lost their jobs.

Mr. Hripko stated that more than 170 grant applications were submitted in the current fiscal year, and YSU is getting close to the \$9 million dollar mark of grant dollars received. Mr. Hripko shared with Council a copy of the latest *New Frontiers* magazine. He asked that copies be distributed to prospective students. Stories in this edition range from astronomy to GIS to music. The Graduate College Diversity of Scholarship presentation in March is also featured. Mr. Hripko asked Council to give feedback on the magazine. He also thanked Angie Urmsom Jefferies for her help with this publication.

Interim Associate Dean Kestner asked Council to change their emails to list Kris Blair as the dean of CLASS. Her email address is klblair@ysu.edu.

Adjournment

With no further business to come before Council, the meeting was adjourned at 2:32 p.m.

Respectfully submitted by Jodi Clowes