

Deans Council Minutes  
November 16, 2016  
Leaders Conference Room

Present: Abraham, Ball, Blair, Cossentino, Howell, Hripko, Licata, Mosca, Myers, Paul, Reagle, Sanders, Steelant, Swegan, Torres, Ward

Guests: Jeanne Herman, Jayne Caputo, Kevin Reynolds, Jenn Gavalier

### Schedule of Operations

Mr. Reynolds distributed academic calendars for 2017 and 2018. He explained how federal/state holidays are scheduled at YSU.

- Holidays that always fall on Monday (Martin Luther King Jr. Day, Memorial Day, and Labor Day) are observed on the Monday.
- Four holidays are celebrated on their actual date (January 1, July 4, November 11, December 25), except if they fall on Saturday or Sunday. If the holiday falls on Saturday, the University observes the holiday on Friday. If the holiday falls on Sunday, the University observes the holiday on Monday.
- Thanksgiving is always the fourth Thursday in November, and the University is always closed that day. President's Day is a "movable" holiday and is observed on the Friday after Thanksgiving.
- Columbus Day is the other "movable" holiday, and it is celebrated near Christmas. The day upon which Christmas falls determines when Columbus Day is observed.

After reviewing the calendar, Ms. Caputo pointed out in 2017, Veterans Day will be on Saturday, and YSU will observe the holiday on Friday, November 10. She asked what YSU will do on November 11, as YSU holds classes on Saturday. After a discussion, it was decided to bring this issue to Tod Hall Leaders for consensus. Ms. Torres stated Maag Library has closed the last six years between the Christmas and New Year holidays, and she wanted to know if the Library can close again this year. Maag Library employees have always used leave time for the closure. This item will also be discussed at Tod Hall Leaders. Council discussed the other dates on the Academic Calendar, and slight changes were made. It was requested to move the start of Spring 2018 to January 8, and Council was in agreement. A campus announcement will be forthcoming. Ms. Caputo will update the calendars and share with the Provost's Office for distribution. Ms. Herman reminded Council that finals week is December 12-16, 2016. All grades must be received by Tuesday, December 20. A grade of "I" will be issued to students if grades are not submitted on time.

### Ad Astra Update

Associate Vice President Reagle gave a brief overview of Ad Astra. Fourteen Ohio community colleges and four Ohio universities joined a consortium and received a grant that pays for the first two years of funding for the software program Ad Astra. Ad Astra is a data analytics package that helps colleges/universities provide a more efficient way to schedule classes. The program takes a snapshot of the last five years of scheduling in Banner, does an analysis, determines trends, and looks for ways to maximize course fill rates and optimize space resources, increase speed of graduation and access to required courses, and decrease cancelled classes and late class additions. The program helps predict the number of classes and number of sections needed. A team has been

formed that includes individuals from Academic Affairs, Registrar's, IT, General Education, and Degree Audit. Dean Sanders inquired about the implementation timeline. Dr. Reagle stated representatives from Ad Astra will come to campus in late January/early February 2017. YSU will be pulling data next month, and the YSU team will work through Deans Council and other groups on campus to review recommendations. Ms. Herman added that Ad Astra identifies the number of students who are needed in each class in the next two terms. Ad Astra will help to identify which classes should be offered every semester, and which should be offered only once a year. Dean Sanders asked if Ad Astra would also review graduate classes. Ms. Herman stated no, at least not on the front end. Dr. Reagle noted that YSU is in the first three months of the two-year agreement with Ad Astra. After two years, if YSU wishes to continue to use the program, it will have to pay for it. If YSU does sign on as a new vendor, the costs would not be as expensive. It was noted that YSU was selected to participate in the Ad Astra consortium.

### Spring 2017 Registration

Associate Vice President Swegan reported the number of students registered for spring looks good, although there is concern because the number includes CCP students, who usually are not registered until later in the semester. There are 369 freshmen with advisement holds, meaning they have not seen an advisor yet to register for spring semester. Ms. Herman stated there are 5,400 eligible undergraduate students who have not registered for spring semester. Of this number, 2,800 have no holds at all; 1,600 have advisement holds; and 466 have financial aid holds. Mr. Swegan and Ms. Herman asked for suggestions about how to address this potential problem. Suggestions included using Student One Stop to send emails to all students not registered; sending the lists to the deans to have their advisors send emails; having faculty reach out to the students in their classes; calling students in the colleges; and sharing the answers to myths students might have. Ms. Herman stated registration by appointment was moved up one week so it did not interfere with Crash Day. After a discussion, it was decided to have the Peer Mentors send emails to students who have not yet registered, and Ms. Herman will prepare a list of registration reminders and will share that information with the deans for further distribution.

### Overtime Law and Its Effect on YSU

Jenn Gavalier reported the United States Department of Labor's final overtime rule updates the salary threshold under which salaried workers are entitled to overtime pay from \$23,660 a year to \$47,476 a year, effective December 1, 2016. Workshops have been conducted on campus to help employees and supervisors understand the new guidelines. Ms. Gavalier distributed two handouts (see attached). Academic advisors are under the academic administrative personnel provision, and they must be paid at least as much as the entrance salary for teachers at YSU, which is \$38,689. If the starting salary for faculty members changes in the upcoming contract, those changes will also be implemented for academic advisors. Ms. Gavalier also stated that overtime (time and one-half) is paid after 40 hours are worked. Ms. Gavalier stated employees must get preapproval to receive overtime pay. A discussion ensued. Ms. Gavalier said she would look into two issues that were brought up at Deans Council, one being paying part-time employees for time between 20 and 40 hours, and the second concerning Graduate Assistant Interns and how the law applies to those individuals.

### Minutes of Meeting of October 19, 2016

Dean Mosca made a motion to approve the October 19, 2016, Deans Council minutes. Mr. Hripko seconded the motion. A vote was taken, and the minutes were approved.

## Faculty Search Committees

Provost Abraham distributed a draft policy titled “Chairs Serving on Faculty Search Committees” (see attached) and shared with Council the concerns that were brought to his attention by Stephanie Smith, DFR. A discussion followed. The deans were in agreement with the policy and suggested a notation be written on the hiring forms indicating when a chairperson is a member of a search committee. The next signature authority is the dean, thereby not having any blank lines left on the form. The deans will forward this policy to the chairpersons to see if there is additional feedback. If there are any significant objections, this policy will be brought back to Deans Council.

## University Centers of Excellence

Associate Vice President Hripko distributed three handouts, the first of which was policy 3356-10-21, “Establishing, altering, or abolishing educational, research, and public service centers, institutes, and laboratories.” On page 3 of the policy, section (D)(7) indicates that centers, institutes, and laboratories will be evaluated on a periodic basis. YSU’s Centers of Excellence have not been evaluated in more than three years. Therefore, Mr. Hripko established guidelines for Council to review regarding the establishment of new and continuation of existing Centers of Excellence (see attached). After a discussion, it was requested that the deadline for proposals be moved to 5:00 p.m., January 23, 2017. This deadline would still allow time for the information to be reviewed by the Research Council and Deans Council with the possibility that it become an agenda item for the March Board of Trustees meeting. A call for proposals will be sent to all faculty and chairs with a cc to deans. (A copy of the final version is attached.)

## Part-Time Faculty

A discussion ensued about assigning classes for part-time faculty earlier than is currently being done. Many of the challenges with assigning part-time faculty were discussed at the last chairpersons’ meeting. It was noted that when a course for a full-time faculty member is cancelled, a different course will be taken away from a part-time faculty member, and the process may create a domino affect. This process results in agreements being re-issued to part-time faculty members. A suggestion of a cut-off date was discussed. Associate Provost Ball stated that prior to the start of the semester, a large number of agreements come in at one time, not allowing the Provost’s office to conduct a thorough review, as the Provost’s office is trying to process as many agreements as possible so there is no hold up with payroll. It was suggested that a deadline be given to part-time faculty when agreements are sent to them. It was stated all agreements received more than one week late in the Provost’s Office must have a memo of explanation. It was also stated that because of the new layer of HLC approval, it is important for the Provost’s Office to receive the agreements for graduate classes earlier. The Provost’s Office will let the academic offices know if part-time faculty members are not approved to teach. Provost Abraham asked that beginning with the summer term, a deadline be implemented for the return of part-time agreements.

## Roundtable

Associate Vice President Swegan announced that the number of students admitted for fall 2017 is up 33 percent from last year. Admission to YSU has gone up 400 percent in three years. YSU admitted 30 percent of the students who completed early FAFSA forms last year. Mr. Swegan also announced Crash Day is Friday, November 18. The Saturday Crash Day on November 5 brought approximately 200 students to campus. What is needed is two Crash Days midweek during fall

semester that bring approximately 600-700 students, instead of one that brings over 1,000 and one that brings 200.

Ms. Ward stated Fall workload is due on November 30. She stated 60 percent of the forms have been returned, and that one college is complete.

Provost Abraham remarked the Sabbatical/Faculty Improvement Leave committee did an excellent job in reporting its recommendations to him. He asked the deans to personally thank members for their work on this committee. The committee was comprised of Joy Christiansen Erb, Gail Saunders-Smith, Alan Tomhave, Peter Woodlock, Pedro Cortes, Keisha Tyler Robinson, and Tiffany Hughes.

Dean Licata stated she and Dean Blair have been investigating how to complete a 3 + 3 with law schools. YSU has been contacted by the University of Akron, Cleveland State University, and Capital University in Columbus. YSU is considering an ICP major in law, and the fourth year the students will transfer to the law school. Dean Licata asked for Deans Council's endorsement to go to the Academic Standards Committee to waive the last 30 hours residency rule. YSU will set its own internal standards concerning who will be eligible and to expedite the application to law school. YSU students must have a 3.4 GPA, and programs must have updated curriculum sheets to designate how the 28 hours will be treated. The proposal would be open to any student at YSU. The last 28 hours at law school will be applied toward the baccalaureate degree, and students will graduate from YSU after their first year of law school. All business core courses must be completed in the first three years. This model can be applied to any of the other law schools. Dean Blair said if students chose to go through CLASS, the capstone will be completed in the third year. If students come to YSU with the intent to do this program, it can be coded in Banner. Dr. Cossentino noted that students in the Honors College would lose their scholarships for the fourth year. She also said it will need to be defined how students complete their honors requirements in three years. Dean Licata moved to allow for the waiver of last 30-hour residency for students who pursue a 3 + 3 program. Dean Mosca seconded the motion. A vote was taken, and the motion was approved.

Ms. Ward asked if the motion applied to the University of Akron only, or if it would include other programs. Provost Abraham stated it can be generic and not just for law school. It can be used for the biochemistry program with NEOMED for Pharmacy.

Ms. Torres stated they are clearing areas on the main floor of Maag Library so there is more study space for students. They are currently removing shelving in the reference area.

Ms. Torres asked if Maag Library will be allowed to close between Christmas and New Years Day. This closure has been done the last six years. Provost Abraham said he does not foresee a problem, but he will check at the Tod Hall Leaders meeting.

#### Roundtable (continued)

Associate Vice President Reagle stated his area is in the process of rewriting a grant proposal for Upward Bound. Upward Bound had been funded with institutional funds for a number of years in the past, but it no longer will be funded this way. He said he is hopeful the grant will be funded.

Dean Howell announced Youngstown high school students will enjoy a Christmas party in McKay Auditorium on Saturday, December 10, hosted by the Youngstown Student Education Association (YSEA). The YSEA is the professional organization for YSU undergraduate education majors. The high school students are participants in an internship program conducted by the Youngstown Business and Education Community Connection, of which the Beeghly College of Education is a co-sponsor.

Dean Paul announced *A Funny Thing Happened on the Way to the Forum* will be held in Ford Theater beginning Friday evening, November 18. She also stated the BFA graduating senior exhibit will open on Friday evening, November 18, at the McDonough Museum, beginning at 6:00 pm. Dean Paul commented she is amazed by the artistic talents of students within the College of Creative Arts and Communication.

Dr. Cossentino stated the Honors College is hosting an American Red Cross Blood Drive in Kilcawley Center. This is the third of five blood drives the Honors College will host. Dr. Cossentino also said she is collecting campus-wide information for the Campus Compact report that is due next week. Please encourage your units to report information to her by November 18<sup>th</sup>. Dr. Cossentino thanked Mr. Hripko for his help in bringing Dr. Tom Tyrrell from GL Biomimicry to meet with students from the Honors College. The event was well attended and a student organization has been formed regarding this field. A partnership will be started with Dr. Tyrrell in the near future.

Dr. Myers stated the International Programs Office has been extremely busy. A new Assistant Director for International Student Services, Carly Devenburgh, began November 9, and she will assist with the international student population. An increase in international students is foreseen for AY 2017.

Dean Sanders stated the three-minute thesis competition finals will take place November 16 at 4:30 p.m., and he shared his enthusiasm resulting from the preliminary competition.

Associate Provost Ball stated program review is moving along. Corey Andrews has held workshops this week. Steve Taraszewski has been involved.

Associate Vice President Hripko stated the Research Professorship selection process is underway. A committee has been formed, and the committee work should be complete by December 12. The deadline to announce the research professorships is January 15.

### Adjournment

With no further business to come before Council, the meeting was adjourned at 3:29 p.m.

*Respectfully submitted by Jodi Clowes*