

Deans Council Minutes
July 19, 2017
Leaders Conference Room

Present: Abraham, Ball, Berardini, Cossentino, Howell/Matanin, Hripko, Keillor/Licata, Mosca, Myers, Paul, Pintar, Sanders, Steelant, Swegan, Torres, and Ward

Guests: Jeanne Herman, Kimberly Verdone

Introductions

Provost Abraham introduced Dr. Claire Berardini, Associate Provost for Student Success. Dr. Berardini started working at YSU on July 17. Dr. Abraham also introduced Dr. Jennifer Pintar. Dr. Pintar was selected as Associate Provost for Academic Administration, and will begin her new role on August 1. Council members introduced themselves to Dr. Berardini.

Ad Astra

Jeanne Herman distributed a handout (attached) and gave an update on the Ad Astra Program. YSU has a two-year grant/commitment with Ad astra, a software program that makes recommendations for course scheduling. Caleb Tegtmeier is the Ad Astra consultant and data analyst of the YSU project, and he came to campus on July 13 and presented an analysis of YSU's data from the last five years. Ms. Herman stated deans and chairs will be receiving login information to be able to do to the Ad AStra website to view the recommendations offered to YSU specific to their departments and colleges. She noted that some courses have YSU-idiosyncrasies, and she will work with Ad Astra to help with those issues. Ms. Herman said she will set up remote training sessions with Caleb for the chairs, aiming for the weeks of August 7 and August 14. Information from Fall 2017 will be included in the data after the start of the semester, and Ad Astra will have feedback for the University by the middle of September for inclusion to the tentative Fall 2018 schedule. The deadline to submit this schedule will be extended to allow chairs to use the Ad Astra data.

United Way

Dean Licata distributed handouts and gave an update on YSU's United Way Campaign. The kick-off will take place on Wednesday, July 26, at the Kilcawley Center Fountain with free hot dogs and Handel's ice cream. In case of rain, the event will be held in the Chestnut Room. The YSU ambassadors and children who are served by the programs of the United Way will be on hand. Dean Licata shared some of the successes of the United Way, and she noted YSU's fundraising goal is \$50,000. She asked Council to mark their calendars to attend the event.

UAchieve Presentation

Kim Verdone gave a presentation on the UAchieve software that will replace the current DARS program being used by the University. She noted the system is very user friendly and does not allow guessing on the part of the student or the advisor. There is a Performance Tracking feature to indicate the student's historical performance. Comparisons can be made semester to semester or course to course. A special Program Matcher feature not currently in DARS can determine if the student will succeed within different fields. The What If? Audit feature allows students to see what coursework is required and how long it will take if they wish to change majors, minors, or add a second major and/or minor. Ms. Verdone stated YSU has been working with the system since

October 2016, and it will be implemented within the next four weeks. More testing will take place at that time, and it will be unveiled to the university in October. Training sessions will be held for faculty, staff, chairs, and deans. UAchieve interacts with Banner and CourseLeaf, so the system will work in concert with these programs. UAchieve does work with honors courses, and programming can be designed to include contract honors. Ms. Verdone stated she will be happy to attend chairpersons' or departmental meetings to discuss this product.

Associate Provost Ball distributed a handout to the deans (see attached) indicating the number and percentage of students who graduated without completing the General Education requirements. The data was for the periods Fall 2015 through Spring 2017. Summer semester was not included. Dr. Ball emphasized YSU's goal is 100% completion of the General Education model. Dr. Ball stated graduation sheets are not acting as the checking point they are supposed to be. Final audits are done after the students graduate, so a new system must be implemented or this situation will continue. Beginning with spring 2018 semester, all juniors will be required to have advisors sign off on their general education requirements, allowing them one year to complete any general education coursework that is deficient. Dr. Ball explained the Higher Learning Commission will be examining these completion rates when the site team visits in March. A discussion followed. It was noted that departments would not graduate students who did not have the correct courses in their major. This requirement should be no different for GER classes. It was asked if an override feature exists in the UAchieve software. Ms. Verdone explained there is, but Dr. Palardy will be the only one who can input the overrides.

Approval of Minutes

Dean Mosca made a motion to approve the June 21, 2017, minutes. Dean Paul seconded the motion. A vote was taken, and the minutes were approved. Provost Abraham expressed his appreciation to Marilyn Ward for recording the minutes in June.

Accreditation Costs

Ms. Ward explained the model that has been in place for the payment of accreditation costs: The Provost's Office paid 75% of annual accreditation fees and the colleges paid 25%. Site visits have been paid 100% by the Provost's Office. Provost Abraham stated the Provost's budget is no longer able to cover all of these costs, but the Provost's office will continue to pay site visits 100%. Dr. Abraham asked the colleges to pay 50% of the dues for the 2017-18 fiscal year; 75% for the 2018-19 fiscal year; and 100% beginning in the 2019-20 fiscal year. Dean Mosca asked if the college fees account is an appropriate way to cover these charges, and the Provost stated it is. There were no objections to the new structure.

International Programs Update

Associate Provost Myers distributed a handout (copy attached), and noted the following:

- A total of 386 I-20s issued is the goal for fall semester. IPO is on pace to meet that goal.
- Enrollment in ELI is lower because it is driven by changes to government scholarship programs including a decrease in the number of ESL scholarships approved by the Saudi Arabian Scholarship Program. The International Programs Office is exploring ways to establish undergraduate pathways programs to raise these numbers.
- English Proficiency requirements for undergraduate admission have been submitted in draft form to Kevin Ball and to the Academic Senate. If approved, applicants must submit an

IELTS of 6.0 (this was 5.5 previously) or a TOEFL of 65 (this was 61 previously) beginning August, 2018.

- Dr. Myers stated that IPO wishes to increase the number of students completing study-abroad programs.
- Time and resources have been invested in South Asia including India, Sri Lanka and Nepal in recent months, and this effort is proving to be beneficial. IPO has set a goal of 800 total international students enrolled at YSU (the University currently has 270 enrolled).
- Vietnam is a good market for Youngstown State University. IPO has devoted resources towards increasing the number of Vietnamese students.
- An International Task Force will be launched in September. If any members of Deans Council would like to participate, Dr. Myers asked that he/she let him know. All deans are being invited to represent their College. He noted he would like a representative from General Education and Student Success as well. A major task of this committee is to examine and address the recent NSSE data, with recommendations to be shared in spring of 2018.

Annual Reports

Associate Provost Ball asked the deans to encourage departments who have not yet completed their annual reports to complete these within two weeks. The urban research cornerstone committee has requested data for its report to the Board of Trustees, but without all reports submitted, the data is incomplete.

Dr. Ball stated an ad hoc committee was formed to review all of the requests made of chairpersons, including annual reports, assessment, program review, etc. The committee was surprised at how many items were requested. The committee has sketched out a structure to shift program review to departmental annual reports and to roll up to provide meaningful data to deans in setting budgets. This model may take departments out of the program review. The goal is to ask for all information a single time. The committee plans to use Task Stream for assessment purposes. The committee continues to meet, and more information will be forthcoming.

University Policies for September Board of Trustees Meeting

The following two policies were discussed:

- Policies 3356-10-05 (Agreements, educational partnerships, and related arrangements) and 3356-10-21 (Establishing, altering, or abolishing educational, research, and public service centers, institutes, and laboratories) will be combined to create one policy. A new name will be established by Attorney Kravitz's office. Council members suggested that under (B), add "and scholarship" after the word "research"; under (C)(4)(b), change "grants and sponsored programs" to "office of research services"; and make the language clearer in (C)(5) to coincide with (C)(4). Dean Sanders made a motion to approve the changes. The motion was seconded by Dr. Cossentino. Motion carried.
- 3356-10-09 Adjunct faculty. The language in (C)(1) was changed to "Designation as adjunct faculty includes no regular teaching assignments in the university nor compensation by the university." The last two sentences in (C)(2) will be combined. Dean Mosca made a motion to approve the changes. The motion was seconded by Dr. Paul. Motion carried. Provost Abraham stated he will make the necessary changes to both documents and share with Council.

Shared Governance Document

Provost Abraham stated that at the last YES meeting, the committee met for almost three hours and created the “Principles and Practice of Shared Governance” document. Eighty responses from the most recent survey were taken into consideration in the creation of this document. The document will be shared at the Academic Senate meeting in September, with a recommendation to be voted on at the October meeting. The document will be on the Board of Trustees agenda for discussion in September, with a vote to take place at the December meeting. Council discussed the document and shared their thoughts. It was recommended this document be distributed to chairpersons to share with faculty at the upcoming department meetings.

Round Table

Provost Abraham announced Stephanie Smith has resigned as Director of Faculty Relations, and he asked Council to send him suggestions of individuals who would be good at this position. He stated the position is a not an easy job, but it is a very important function of the University. Dean Howell asked if the deans can give input in deciding the next individual, and the Provost said absolutely yes.

Marilyn Ward reminded Council there are missing work plans. She also stated she will send a reminder for departments to double check the CourseLeaf faculty tab to make sure the information is correct.

Associate Provost Ball stated CourseLeaf will be going live before the Fall 2017 semester. The ProcessMaker software that was previously used for curriculum changes no longer works. Dr. Ball stated he had a working group test the new electronic curriculum management system, and it appears to be user friendly. The goal is to have the system completely up and running for fall semester. Provost Abraham thanked Dr. Ball for his work on this project.

Adjournment

With no further business to come before Council, the meeting was adjourned at 3:43 p.m.

Respectfully submitted by Jodi Clowes