

**Deans Council Minutes**  
**January 17, 2018**  
**Leaders Conference Room**

Present: Abraham, Ball, Berardini, Blair, DiPillo (for Howell), Licata, Mosca, Paul, Pintar, Sanders, Steelant, Torres, Ward

Guest: Eddie Howard, Joy Polkabila Byers, Chanel Fournier (via videoconference), Karen Becker, Becky Varian, Heather Chunn, David Baker

**YSU App**

Vice President Howard emphasized the importance of YSU being to communicate with students using a mobile presence, and Ms. Byers has been the champion in accomplishing this project. Ms. Byers shared how the YSU App came into existence. In 2015, Student Activities and Campus Recreation joined the app already utilized by the Center for Student Progress and proceeded to get input on how to improve the app. Focus groups took place in spring 2017, and onboarding took place in summer 2017, integrating Banner, single-sign on, class schedules, calendars, and campus maps. Also featured in the app are the following areas: First Year Student; Student Experience Events; Deals; Academic Resources/Library; Events; Campus Recreation; Services; Athletics; Campus Map (building floor plans are included, although room numbers are not listed); Parking and Shuttle information (with the hope that at some point soon, students will know when parking lots/decks fill); Dining Services; Housing; and Student Media. The largest number of students added App during the 2017 Ignite (1,500 students). The feedback from student surveys indicates students are comfortable with this app, and they feel more connected to the University. Ms. Byers said she wants to get the academic departments more involved, and she noted how a part-time faculty member uses it for attendance in his classroom. The faculty member gives students the QR code at the end of class, and students go into the app, upload the code, and then their attendance is taken. Ms. Varian and Dr. Becker both shared the usefulness of the app to their programs, and Ms. Varian stated she explained the app to the international student orientation, and the students uploaded the app onto their mobile devices. Ms. Fournier stated the main idea is to connect to students and use this app as a communications tool. The app can be used for notifications. Announcements can target specific audiences and can sent easily. A discussion ensued. Ms. Byers stated she is working with Rosalyn Donaldson to develop training for faculty and staff. Mr. Howard stated this app is much different than email, and students are used to deleting information they do not want. The next phase is to target the colleges. Mr. Howard asked Council to provide feedback.

**Dots**

Members of Council stated it appeared the dots were moving on the new screens recently installed in the Leaders Conference Room. Dr. Ball made a motion to affirm the dots were moving. The motion was seconded by Marilyn Ward. There was a hearty chuckle from Council, and a vote did not occur.

**Phone-a-Thon**

Ms. Chunn introduced David Baker, the Annual Giving Coordinator of the YSU Foundation, to discuss Phone-a-Thon. Mr. Baker stated that Phone-a-Thon is a means for students to help raise

funds for their college, department, team, or program. Phone-a-Thon 2018 will take place Monday through Thursday, February 12 through April 12, 2018, from 6:00 – 9:00 pm. Phone-a-Thon does not take place during Spring break. Pizza, snacks, and refreshments are provided to the students who participate. The event takes place in the Stambaugh Stadium Press Box. Student groups can have from one to 30 volunteers per night. The YSU Foundation has a script for students to use, and the Foundation provides the students with the names and phone numbers of former donors and graduates from their respective areas. Students are also free to call upon family members and friends. Phone-a-Thon is a great way for students to help develop telemarketing skills, and to interact with alumni. Mr. Baker asked that the deans share this information with their colleagues and to contact him at [dbaker@ysufoundation.org](mailto:dbaker@ysufoundation.org) or at extension 2579 to schedule a call night.

### **Approval of Minutes from Previous Meetings**

Dean Mosca made a motion to approve the minutes of the November 15, 2017, meeting. Dean Sanders seconded the motion. A vote was taken, and the minutes were approved.

Dean Sanders asked that the second sentence in the last paragraph on page 2 of the December 20, 2017, minutes be amended to read: “He stated the GPA of the degree-granting institution is the GPA the College will be using to accept students into the graduate program.” Dean Sanders made a motion to approve the December 20, 2017, minutes as amended. Dean Paul seconded the motion. A vote was taken, and the minutes were approved.

### **Retention Task Force**

Associate Provost Berardini stated she met with the deans to discuss the formation of a Retention Task Force. The deans were in agreement, and the idea was proposed to the Provost. The Provost inquired about membership, and it was stated the six academic deans and the Associate Provost for Student Success would serve. Dr. Berardini asked Council if they believe the membership is too limited for the scope of institutional impact for the retention plan of 2018. A discussion ensued. The Task Force will only review undergraduate students, and not graduate students at this point. Ad hoc committees will be formed based upon the charges of the task force. After the discussion, it was decided to expand the membership beyond the academic deans and Dr. Berardini. Steve Taraszewski will be asked to serve. Each dean was asked to recommend one or two individuals and to forward those names to Dr. Berardini by Friday, January 19. Dr. Berardini, upon consultation with the Provost, will determine additional members of the Task Force.

### **Promotion of Lecturers**

Provost Abraham shared with Council that Lecturers can apply for promotion to Senior Lecturer in their fifth year of continuous full-time service with the University. There was an inconsistency regarding the number of years of service in an MOU, but it will be corrected. Associate Provost Pintar stated a different MOU was written for term assistant professors. Provost Abraham also shared that the College Promotion Committee was overlooked in the Senior Lecturer promotion process. A correction is being made to the MOU, and the new deadlines are as follows:

- Chairperson recommendations due March 1
- CPC recommendation due March 22

The Provost stated he recommends that Lecturers applying for promotion should work with their department chairpersons in preparing their materials. Lecturers are required to teach 30 work hours per academic year unless the Lecturer is given reassigned time. Dr. Abraham also asked the deans to request term renewals for 2018-2019 by January 31, 2018. Deans should send an email to [provost@ysu.edu](mailto:provost@ysu.edu) with a copy to [mkward@ysu.edu](mailto:mkward@ysu.edu).

Provost Abraham reminded Council that under the new agreement, there is a provision for multi-year contracts for faculty who are promoted to Senior Lecturer. Senior Lecturers can be given up to a three-year contract. Regular Lecturers will only receive one-year contracts. Lecturers can serve the University for up to five years. If the Lecturer is not promoted to Senior Lecturer in five years, he/she will not have their contract renewed. Provost Abraham also reminded the deans that faculty members under “degree completion” must complete their degrees by spring 2019. If they do not complete their degrees, they can be hired as Lecturers for the lower pay. Those faculty members hired with degree completion status are: Cara Carramusa (Physical Therapy), Michael Ekoniak (Electrical & Computer Engineering), Guy Harrison (Communication), Joseph Krumholz (Dana School of Music), and Wendy Thomas (Nursing). Dean Steelant shared his concerns of a faculty member in STEM who did not complete his degree by the December deadline as per his appointment letter. Provost Abraham asked Dean Steelant to work with Human Resources on that issue.

### **Roundtable**

Associate Provost Ball shared a situation in which a part-time faculty member emailed his/her class ten minutes after the class began to state he/she would not be in class. Dr. Ball asked the deans to have the chairs remind faculty about the class cancellation procedure.

Associate Provost Ball shared with Council the concerns of the Registrar’s Office in regard to minors. For the fall 2017 graduation, there were more unofficial minors than official minors. Concerns included:

- Some students had 17, not the required 18 hours, for the minor.
- Some courses were used for both the major and the minor (double-dipping).
- Some courses with a grade of “D” were used for the minor.

Dr. Ball stated that the Psychology Department is the only department that requires specific courses in the Psychology minors. Provost Abraham stated that the department who is offering the minor should be the department to sign off on the minor section of a student’s graduation sheet. A discussion ensued. The deans were in agreement that strict guidelines must to be followed for minors. This item will be presented at the advisors’ meeting on January 31.

Ms. Torres stated the HHS Librarian position is now posted, and the Executive Director position will be posted soon.

Dr. DiPillo stated there was a flood in the Beeghly College of Education over the past weekend.

Dean Steelant shared his concerns about signage, especially as it pertains to his college. Dr. Steelant said he will bring the topic up at the Senior Leadership meeting on Friday afternoon.

Dean Blair asked if a checklist could be developed for what is needed in departmental governance documents.

**Adjournment**

With no further business to come before Council, the meeting was adjourned at 3:31 p.m.

*Respectfully submitted by Jodi Clowes*