

DEANS' COUNCIL

Minutes

Wednesday, September 7, 2005
9:30-11:30 AM
President's Conference Room

Attending: Beisel, Bowers, Bosela, Chordas, Edwards, Ginnetti, Herbert, Kasvinsky, Khawaja, Kobulnicky, Licata, Yemma

Guests: Marie Cullen, Bill Jenkins, Marilyn Ward

1. Announcements:

YSU will offer free tuition—as well as room and board, if available—for the current term to students whose education has been disrupted directly due to hurricane Katrina.

2. General Education Compliance (Cullen, Jenkins)

As one means of assessing the new General Education requirements (which went into effect in fall 2000) and preparatory to the upcoming Higher Learning Commission accreditation review, Bill Jenkins and Marie Cullen did degree audits for a sample of recent graduates who came to YSU under the new requirements. The purpose of the audits is not to cast blame for non-compliance with Gen Ed requirements, but instead to increase compliance.

The audits showed that full completion of the General Education requirements was very low. The low compliance may derive partly from structural issues in course availability and degree-audit processes, but we need to explore other causes, determine whether compliance is improving, and see what we can do to increase it.

Deans were given data sheets indicating compliance within their own college. **The deans were asked to review the data with their college advisors and to suggest ways in which compliance can be increased, along with any issues that need further investigation.** Cullen will also provide the deans with the individual degree-audit sheets for the graduates included in the sample.

3. Instructional Equipment Allocation – Chordas

Ron Chordas reported that \$879K in instructional capital equipment funds were available to the Academic Affairs division in the last biennium. Of that, \$228K was unspent and carried forward. This carry-forward will be used along with Donna Esterly's matching

funds to accomplish classroom upgrades. This biennium's allocation is \$768K. Of that sum, 82% will be allocated to the deans and the library. The remaining 18% will be held by the Provost to address emergency or cross-college needs within Academic Affairs. The allocation to the colleges and the library will be done by Monday, but the funds will not be available in accounts until Marilyn Ward has them posted.

4. Academic Planning/Budget – Herbert

The Provost discussed issues related to academic planning, budgeting, spending, and associated roles and responsibilities. Though deeply interested in working toward a greater understanding of these issues, he is also following a directive to bring such matters into a sound planning environment, so that costs can be better evaluated relative to programmatic requirements. "Accountability" is important; we need to better control the processes by which Academic Affairs spends money.

The deans discussed their frustration with the fact that some items are underbudgeted, making accountability difficult. There doesn't seem to be a budgeting process, and colleges don't receive even a portion of the new revenue they generate.

Vacancies: We need to review filling of vacancies. The Provost indicated that faculty vacancies approved for recruitment last year but not yet filled will be approved in the current year; however, we need to evaluate which new vacancies to fill immediately and which positions can wait or not be filled. Due to the costs of ETS and promises to cut approximately \$100,000 through unfilled positions, Academic Affairs may not be able to fill every vacancy. As you submit the "salmon-colored" faculty vacancy justification forms, provide adequate justification for positions you want to fill. The Provost's Office is preparing a list of known vacancies for the deans' verification. **The Provost asked the deans to send him—by October 1, 2005—a list of likely vacancies due to resignations and retirements in their colleges in the coming academic year.**

Released Time (Reassigned Time): The Provost expressed concern that requests for released time were coming to him now, far past the April deadline and after the released time had been acted upon by the individual getting the release. He indicated that he had approved requests for the fall term but reserved the right to deny some requests for spring term. **Deans should review their pending spring requests and provide significant justification for any they send back to the Provost for his approval.** He urged the deans to follow the *Agreement* but exercise greater oversight over such requests.

Overload payments: Overload should be granted only when an individual is needed to work beyond his or her standard workload. **Read carefully portions of the *Agreement* that pertain to workload and overload, and exercise appropriate oversight.**

Overload and released time: Approximately 70% of those on reassigned time last year also received overload pay. In general, individuals who are granted released time are considered to be "fully occupied" and thus aren't logically available to take on extra work, even for overload payment. Further, this practice has the potential to make it

appear that faculty are double-dipping. **The Provost asked the deans to oversee the elimination of this practice other than in emergencies.**

ETS: There was general discussion of the costs of ETS and ways in which the deans can manage ETS, as well as the process by which ETS decisions are made. The Provost noted that **funds for ETS may have to be generated by holding the vacancy created by a retirement vacant until at least part of the ETS commitment is fulfilled.**

Course Fees: Prompted by a question, the Provost indicated that course fee balances from the previous academic year are on the September 23 Board of Trustees' Finance and Facilities Committee meeting agenda for roll-over approval. **Deans should send him justification for why the carry-forward balances were as large as they were and explain the potential impact of not rolling over the balances.**

Other:

- Marilyn Ward will ask chairs to verify staffing information in Model 204 before she sends the deans and chairs workload reports for fall.
- Marilyn will also have summer data in about three weeks. Summer staffing needs to be discussed with department chairs.
- Will filling of vacancies be guaranteed when tenure is denied or a contract isn't renewed?
- Should ETS contracts be revised to indicate contingency on satisfactory performance?

5. New Business

- The Provost announced the receipt of an RFP from OBOR that focuses on teacher preparation in mathematics and the sciences. He wanted to make sure that the appropriate colleges are prepared to put forth a strong grant proposal.
- While the Center for International Studies and Programs conducts a search for a new director, it is likely that a faculty member may agree to take on the role of interim or acting director through reassigned time. More later.
- Prompted by a question, the Provost said that he would like to see the Draft Strategic Plan for Academic Affairs resurface and have its focus tightened to better delineate the strengths and uniqueness of YSU's academic programs.
- In the aftermath of the strikes, efforts need to be made to address discontent.