

DEANS' COUNCIL MINUTES

Wednesday, September 21, 2005

9:00-11:00 a.m.

Provost's Conference Room

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

1. Announcements

- The Higher Learning Commission approved Feb 17-20, 2008, as the dates for the YSU site visit. We will put together the self-study committees this semester and develop a plan for the self-study process, with a focus on outcomes assessment and reviewing results of several assessment surveys conducted at YSU over the past two years. Issues raised in the last HLC accreditation were diversity and the need to implement the new general education program.
- Dean Hirtzel announced that the ABET site visit for the School of Technology will be spring 2006.

2. Instructional Equipment Allocation (Chordas)

Information about allocations has been e-mailed to the deans. Dr. Herbert signed the transfers on 9/21/05. Katrena Davidson in the Office of General Accounting will set up accounts.

3. Academic Affairs Planning

No particular discussion. The Provost referred to issues discussed at the chairs' retreat last week.

4. Student SOLAR Survey (Chordas)

Ron noted that Donna Esterly and he met with Student Government representatives regarding their request for a SOLAR survey of students' desired upper-division course offerings—a request that is supported by the President. Students want to be sure that courses required for graduation and for their majors are offered on a regular basis. Any survey would have to be geared to potential changes at least two terms out and would be simply one tool for chairs to consider when constructing course schedules. Deans suggested strongly that the survey also include questions to improve our knowledge of other potential scheduling issues (e.g., do we need to offer more general education courses at night?).

5. Summer Schedule (Herbert)

There is a strong need to plan better, to avoid summer-term deficits. We need to make adjustments to the summer schedule to stay within the budgets that will be allocated. One question raised is whether we currently offer courses to help students move toward degree completion or whether we offer courses to meet faculty summer teaching/salary expectations—the latter perhaps causing us to offer more courses than needed. In addition, not enforcing firm admission deadlines makes it hard to know, even at the start of any term, what course demands might be.

Deans will get a firm allocation and will be required to create summer offerings that stay within budget. Marilyn Ward will provide data to the deans on summer 2005 sections that were under- or marginally enrolled.

This fall, we will publish only the spring 2006 and tentative fall 2006 schedules in hard-copy, with the summer 2006 schedule to appear a bit later online. The printed schedule will contain a statement referring students to the URL where the summer 2006 schedule will be posted when it becomes available. We will try to have the schedule available not later than Thanksgiving.

6. Faculty Diversity Initiative (Herbert)

The President met with the Provost and asked him to increase attention to faculty diversity. The Provost, in turn, is asking the deans to work with their department chairpersons to focus on diversity in faculty recruitment and hiring. The deans described the lack of a strong diverse middle class in the Youngstown area as a barrier to recruiting diverse faculty. Deans wanted to know more about “opportunity” hires. The University Counsel is exploring issues related to such hires.

7. Graduate Enrollment

Topic will be discussed at a future Deans’ Council meeting.

8. Early Tenure Applications

As stipulated in the *YSU-OEA Agreement*, application for tenure is an “up or out”/“one strike and you’re out” situation. The Provost expressed concern about the large number of early-tenure applications (14 of 17 applications this year are for early [“voluntary”] decisions), which may carry undue risk. Deans should have department chairs remind applicants that they can withdraw their applications without penalty this week, and in many cases it may be wise to do so. Chairs should not encourage early application in cases where there is no necessity; it is probably advisable for the chair to consult with the dean in such cases.

Department recommendations must go from department chairs to the respective dean by October 1, 2005. The Provost announced that the deans should send the official forms with their recommendations (and the departments’ and chairs’ recommendations) to the Provost by October 15, 2005, to give him adequate time to review the applicants’ files so that he can have his

recommendations to the President in early November.

9. New Business

- Ron asked for previously committed contributions from the deans to the Student Newspaper program. The total commitment from Academic Affairs is up to \$10,000.
- Bege reminded the deans to submit comments on the program-review process by October 3. She will re-send the e-mail to which last year's guidelines are attached.

10. Adjourn