

# DEANS COUNCIL MINUTES

WEDNESDAY, SEPTEMBER 5, 2007

2:00 – 4:00 p.m.

Provost's Conference Room

Attending: Abraham, Edwards, Furnish, Ginnetti, Kasuganti, Kasvinsky, Khawaja, Kobulnicky, Licata, Singler, Ward, Yemma

## 1. Announcements

- Due to the extraordinary number of meetings being held every day, Deans Council will meet as needed. However, please block 2:00 – 4:00 p.m. on your calendars for the first and third Wednesdays of the month.
- On 9-17-07, Dr. John Fortier, Executive Director of the U.S. Commission on the Continuance of Government, will give the Constitution Day Program speech entitled “Extreme Succession: Can our Constitutional Government Survive a Major Terrorist Attack?” Dr. Fortier will discuss how the government might continue if a large number of government leaders were killed or incapacitated, preventing the normal lines of succession from being implemented.

## 2. Negotiations Update

It is hoped that the administration's negotiating team for the upcoming OEA faculty negotiations will be finalized by Friday (9-7-07). We are not limited to a specific number of members on the team. The faculty are limited to 7 people and 1 additional resource person. Dr. Khawaja felt that at least one of the new deans should make the time to participate in this process, and he asked Drs. Furnish and Abraham to discuss this and get back to him before Friday. Please get back to Dr. Khawaja by today or tomorrow (9-6-07) with any input.

## 3. Course Fees

Dr. Khawaja has been in 2 or 3 meetings with the Budget and Financial Affairs offices involving discussions on course and college fees. They have inquired whether we are collecting fees to match our needs or whether there is underspending or over-collection of the fees. Marilyn Ward said that this year the information on purchases can be tracked with documentation. The deans then related their activities of upgrading various laboratories and classrooms--sometimes it takes money saved over 2 to 3 years to accomplish these purchases. Additionally, Dr. Abraham brought up the complication of not having a capital equipment replacement plan in place. As previously agreed, we must be very transparent in how we utilize the course fees. Dr. Khawaja would like to hear from the deans, from their college's point of view, on revisiting the idea of college or discipline fees. We are obligated to define the fee spending parameters. We need to brainstorm on this and create a unified fee proposal that, if approved, will be the best institutional choice for us. Please think through the best course of action to address this continuing fiscal issue. One goal is for our students to take

courses in well-equipped environments. Dr. Khawaja asked the deans for input, electronically or otherwise, on the course, college, or program fees, or any combination thereof. Perhaps it might be beneficial for the deans to get together informally. Since the President would like to have our recommendation by November, Dr. Khawaja asked for input before our next meeting on 9-19-07.

#### 4. Academic Strategic Plan - Leadership and Framework Update

Dr. Khawaja requests that we complete the self-assessment of the Academic Strategic Plan as quickly as possible, so that the working groups for the tasks at hand can be established. He asked the deans to take leadership of the issues, and the deans can serve as chair, facilitator, and/or leader. Deans Council should develop a plan with timelines/benchmarks, specifically stating where they would like to be by the end of the year (i.e., this is our plan, and these are the 4 or 5 actions on the goal we will undertake this year). We will report the accomplishments of these tasks at the end of this fiscal year for the period July 1, 2007 through June 30, 2008. If the Provost's office can be of help in any way, please let us know as soon as possible. Dr. Khawaja will report to the board tomorrow. Dr. Singler shared the Strategic Planning Priorities Matrix of the goals the deans have chosen to date (see the attachment). Since committees will be formed from across the campus, the deans will share this information with the council members, so that everyone is on the same page.

#### 5. NEOC (Northeast Ohio Commission)

Dr. Kasvinsky said the Provosts had a conference call Tuesday morning to discuss the Commission's request that the Provosts respond to specific areas of combining programs, where reasonable, and eliminating programs. The Provosts felt, as a group, that this cannot occur at their level--the faculty need to be involved. Dr. Kasvinsky said it is a struggle on one hand to be asked to deal with eliminating programs, and on the other hand be asked to increase the student population. Discussion followed on the various ideas being suggested by the Commission.

#### 6. New Business

Marilyn Ward asked that council please review the draft of the "Purchase of Goods or Services" (distributed with the last Deans Council Agenda) as it pertains to your programs. Please let Marilyn know if you have any questions or concerns before she meets with Holly Jacobs at the end of next week (9-7-07).

Marilyn asked the deans to continue trying to input instructor names into Banner; there are still 149 courses without instructors. Names are important because Banner will compute the workload; otherwise, the department has to do the computations. Call Marilyn Ward if you have trouble entering the instructor information into Banner.

Dr. Khawaja asked council if it would be useful to ask Yulanda McCarty-Harris to come to council to review the faculty hiring procedures. The new Chief Human Resources Officer, Craig Bickley, will be arriving shortly and we will defer to his being onboard before we move forward on this.

A background check is performed on everyone hired on campus except for part-time faculty. The university now will include part-time faculty in the background check procedure.

Discussion followed on the surge of students requesting to turn a grade of 'F' into a 'W.' This procedure makes an exception to the rule and overrides the drop procedure that is an administrative change, not a grade change. The students who act irresponsibly by not properly dropping classes are asking for an exception to the rule. Dr. Khawaja stated that there needs to be consistency across the University. The deans are asked to convey to their academic advisors that the rules are in place, and policies will be enforced.

Marilyn Ward asked the deans to get all faculty contracts in by Friday (9-7-07). Remember that the contracts must be complete when received (i.e., all signatures, direct deposit forms, etc.) or the contracts will be returned to the department for completeness.

## 7. Adjourn

*Minutes recorded by Debbie Withrow*