

## DEANS COUNCIL MINUTES

WEDNESDAY, SEPTEMBER 3, 2008

1:00 – 3:00 P.M.

President's Conference Room

**Present:** Abraham, Bowers, Edwards, Elias, Furnish, Ginnetti, Kasvinsky, Khawaja, Kobulnicky, Licata, Singler, Ward, C. Anderson (guest), P. Carr (guest), J. Davis (guest), S. Davis (guest), Chrissie Hubert (guest)

### Announcements:

- C. Anderson: Student Affairs—along with area health agencies, NEOUCOM, and campus police—received a grant to provide training on identifying potential for violent behavior in students. The training, geared specifically to YSU, will be offered October 14-15, in half-day sessions to accommodate approximately 200 people. Each participant should attend one of the half-day sessions on Monday, October 14, plus one half-day session on Tuesday, October 15. **Deans, please send Cyndy Anderson a list of potential attendees as soon as possible, preferably by September 12** (see the e-mail Dr. Anderson sent the deans later on September 3, outlining specifics). Other training sessions will be held later in the year.
- Edwards: SMARTS will receive two awards in the next few months: (1) the “Ohio Art Education Northeast Region Distinguished Business/Organization for Art Education Award,” September 14 in Cleveland; and (2) the “Ohio Art Education Distinguished Business/Organization for Art Education Award,” at the OAEA state conference in Toledo on November 6.
- Abraham: The Engineering Accreditation Commission of ABET recently granted continuing accreditation to the following Bachelor of Engineering programs (site visit was conducted in 2007-08): Civil Engineering, Electrical Engineering, Mechanical Engineering, Chemical Engineering, Industrial and Systems Engineering. Congratulations to all involved!

### 1. College Open-House Days (Sue Davis and Chrissie Hubert)

Sue Davis distributed a schedule for the October 13 and November 1 open houses (a **revised version** is attached to these minutes; changes are highlighted in yellow). Chrissie Hubert distributed data (also attached) related to fall 2008 inquiries and applicants.

The Office of Admissions wants to showcase the colleges. “Academic sessions” in the colleges will be scheduled for two hours and should last at least an hour and a half. Potential students enjoy seeing facilities such as labs and talking with current students; student panels work well. Some “undetermined” students might visit more than one college. Lunch for prospective students attending open houses will be provided in Cristman Commons; however, colleges may provide

their own lunches if they wish. **Let Sue Davis know if you want to feed students in your own college.** Deans: **Chrissie Hubert will send an e-mail asking what your college plans to do during the academic sessions; please respond to her e-mail by September 12,** so that Admissions representatives can provide information when they attend college fairs. If your college activities overlap with the admissions/financial aid presentations listed on the schedule, let Sue or Chrissie know. They may be able to send someone directly to your college to do the admissions/financial aid presentations.

## **2. College International Strategic Planning (Jef Davis and Paul Carr)**

Jef Davis and Paul Carr distributed several handouts. **Revised versions** are attached to the minutes:

- resolution from the International Advisory Council (IAC) supporting the *Academic Strategic Plan*;
- survey requesting information about college international activities/goals (due **December 5**);
- supplement requesting targeted-recruitment information (due **October 1**);
- packet with College Initiatives, IAC Members, Enrollment, General Agreement Between YSU and Aligarh Muslim University.

**Deans, please return the survey and supplement by the dates indicated above, and update or add to the matrices of activities if applicable.**

After the meeting, in response to Martin Abraham's request, Jef Davis provided the attached breakdown of preliminary fall 2008 international enrollment by college, level (graduate/undergraduate), and major.

## **3. Faculty Workload 2007-08 and Other Announcements (Marilyn Ward)**

Workload/Non-Teaching Duties:

Marilyn Ward sent the deans a memo last week pertaining to workload for last year (2007-08). If the workload listed for anyone does not match the non-teaching-duty form, at least one of the two forms is incorrect. **Deans, please correct one or both forms, and send corrections to Marilyn. If workload forms are incorrect, make corrections in red and return the forms to Marilyn.**

**Dr. Khawaja noted that he must have the correct workload and reassigned-time information as he considers position requests.** Marilyn cannot check workload until instructor information has been entered in *Banner*; please see that the information is entered no later than the 14th day of the term.

Marilyn distributed college-specific non-teaching-duty lists (by faculty member) to the deans. Please let her know if there are discrepancies. Colleges can track non-teaching duties and workload internally.

### Releasing Schedules in *Banner*:

Jan Elias noted that there appears to be no mechanism for deans to “release” spring schedules for *Banner*; chairs are sending the schedules directly in *Excel* spreadsheets. It is important for deans to see and approve the schedules. Dr. Khawaja will initiate discussion about the scheduling process with the Registrar’s Office.

### Site-Visit Estimates:

Accreditation site-visit estimates were due to Marilyn (cc’d to Bege) on September 1. **Please submit estimates for any 2008-09 site visits in your college by September 5.**

## **4. SOAR Discussion/Freshman Convocation Follow-Up (Betty Jo Licata)**

SOAR: Dean Licata and Cheryl Bosley met with Drs. Khawaja and Bowers to summarize topics of discussion (e.g., the dates and structure of SOAR; making Academic Affairs a real partner in the planning of SOAR) at the most recent meeting of deans and advisors. In addition to serving students as effectively as possible, it is important to maximize recruitment and retention and to position the University as the state adopts a new funding formula based in part, perhaps, on factors such as course completion and degrees awarded. Do we offer enough developmental courses to accommodate the students who place into them? Can we ensure that students take placement tests before they register? Can the University collect data on the students we don’t retain and track students who register late to see whether they succeed?

Freshman Convocation: The event was generally successful. Dr. Licata summarized the planning committee’s debriefing session held earlier on September 3: publicity for the event was good; we need to streamline the procedure for deans’ letters next year; the Provost should recognize the various scholarship groups and valedictorians and ask them to stand; “turning over” students to Academic Affairs needs to be more prominent in the ceremony; etc.

The deans made the following comments and suggestions for the future:

- The student speaker did a great job. The other speech-making should be shortened.
- The deans marched in and sat on stage but had no role in the Beeghly portion of the event. How could the deans participate (perhaps ask students from their college to stand?)?
- Move the picnic outdoors. (Dean Licata says the weather was too hot and it would have been uncomfortable eating outdoors. The planning committee recommends keeping the picnic indoors.)
- Involve the student ambassadors more actively. Perhaps have the ambassadors lead students, by college, to college-specific rooms in Kilcawley for the “picnic” after the event.

## 5. Old/New Business

- Dr. Khawaja distributed enrollment counts as of 9/3/08. Deans would like breakdowns by college.
- Currently, only the Registrar's Office can change a student's major in *Banner*. That practice needs to be changed; we need a conversation with the Registrar's Office.
- Dr. Khawaja distributed a draft (attached) of the schedule for Chancellor Fingerhut's September 11-12 visit to campus. **On the 12<sup>th</sup>, there will be a 7:30-8:45 a.m. breakfast for Deans Council and Cabinet.** While at YSU, the Chancellor will visit the STEM College, the Rich Center, and the Bitonte College of Health and Human Services and talk with various campus constituencies, among other activities.
- Dr. Khawaja distributed the attached list of various planning committees (list originally distributed at Cabinet).
- Sabbatical-application deadlines were sent to deans electronically, as were other YSU-OEA deadlines.
- Charles Singler announced that information on chair sabbaticals will be sent soon.
- The Bitonte College set up "help" stations on the first two days of the term. One finding: when classes have been moved, we need to **post signs** showing the new location.
- Paul Kobulnicky expressed frustration with the difficulty of tracking position postings, forms, and "filling." Dean Licata noted that the whole process will go online soon. Marilyn Ward noted that all faculty-position requests are in her office, because she's waiting on data.
- Sending mass e-mails to students via the portal slows the portal to a crawl. How do we encourage students to go to the portal and look for posted announcements (rather than sending them e-mail announcements)? Could the University send a weekly (or even daily) announcement digest?

## 8. Adjourn: The meeting adjourned at 3:00 p.m.

### Attachments:

- Revised Schedule for October 13 and November 1 Open Houses
- Data on Fall Inquiries/Applicants for Fall 2008
- Revised International Survey (fillable pdf **due December 5**)
- Survey Supplement on Programs for Targeted Recruitment (fillable pdf **due October 1**)
- Revised International Packet with College Initiatives, IAC Members, Enrollment, General Agreement Between YSU and Aligarh Muslim University
- IAC Resolution Supporting International Emphases in *Academic Strategic Plan*
- International Enrollment by College, Level (Graduate/Undergraduate), and Major
- Draft September 11-12, 2008, Agenda for Chancellor Fingerhut's Visit to YSU
- List of Planning Committees (originally distributed at President's Cabinet)

### Reminders:

- 9/01/08 Accreditation Site-Visit Budget Estimates Due to Marilyn Ward (cc'd to Bege Bowers)
- 9/12/08 7:30 Breakfast for Cabinet and Deans Council with Chancellor Fingerhut
- 9/25-26 Chairpersons' Retreat, Punderson State Park
- 10/1/08 Targeted-Recruitment Supplement to Jef Davis
- 12/5/08 International Survey to Jef Davis

*Minutes recorded by Bege Bowers*