

Deans Council Minutes
September 21, 2016
Leaders Conference Room

Present: Abraham, Ball, Blair, Cossentino, Howell, Hripko, Licata, Mosca, Myers, Paul, Reagle, Sanders, Steelant, Swegan, Torres, Ward

Guests: Krislynn Jones, Attorney Holly Jacobs, Eddie Howard, Kate Fitzgerald

Provost Abraham introduced Krislynn Jones to Council. Krislynn is participating in the Navarro Fellows Program and will be working with the provost on special projects. Her first project will be data collection and assembly of Non-Teaching Duty forms. She will occasionally join Deans Council to learn how the Academic Division operates.

Divisional Policies

Atty. Jacobs distributed the following handouts:

- University Policies (list)
- 3356-1-09 Development and issuance of university policies.
- 3356-1-10 Development and authorization of institutional procedures.
- 3356-1-11 Divisional administrative procedures.

Atty. Jacobs described the importance of following university policies. All policies originate from Ohio statute and are on a five-year review rotation. Atty. Cindy Kravitz, Director of Equal Opportunity and Policy Development, marshals the review. She also helps to create policy. Atty. Jacobs noted all administrators need to stay current in their respective areas, and university policies must comply with federal, state, IUC, ODHE, and the Attorney General's office regulations. The policies on the YSU website are up to date. Atty. Kravitz sends quarterly emails to the YSU community to notify them of policies that were created or updated after the full Board of Trustees meetings. Atty. Jacobs also notified Council of policies 3356-1-10 and 3356-1-11, which refer to institutional procedures that must be reviewed and approved by the deans, provost, and president and must be listed on department/division websites. Provost Abraham asked Council members to review what they do, state what the rules and processes for their offices are, and to forward to the appropriate channel so they can be approved, modified, updated, and posted on the websites. Atty. Jacobs said she and her staff are available to help Council structure the information listed on their websites.

Introduction of New Housing Director, Kate Fitzgerald

Eddie Howard, Associate Vice President for Student Experience, introduced Kate Fitzgerald, the new Director of Housing, formerly from the University of Iowa. Ms. Fitzgerald announced one goal she has is to expand the Learning Living Communities (LLCs). She stated that in LLCs, students share a common interest, live in close proximity, and engage in activities based on theme. Effective LLCs have faculty and/or classes tied to the community. Students in these LLCs achieve higher GPAs and have better attendance rates and ties to the University. They also participate more in campus activities. Currently at YSU, the one RA for the one LLC does not connect with all the students because students from all of the colleges are placed together. The desire for next academic year is to have six LLCs, one from each college, to be housed in different locations. The housing application will make LLC a priority.

University Policies

Associate Vice President Hripko distributed a redline version of University policy 3356-10-16, Research misconduct, and explained the changes he outlined. Dean Howell moved to accept the changes for inclusion to the December Board of Trustees agenda. A second on the motion was made by Dr. Cossentino. A vote was taken, and the motion was approved.

Mr. Hripko distributed an updated version of “Academic Affairs Policy for Grants Management Supplemental Pay to Research Active Faculty for the Coordination of Long-term Externally Funded, Nationally Competitive, Basic and Applied Research Grants.” He explained this division policy was created in 2003 to recognize faculty with significant grant funding to help compensate them for the administrative work they are doing. This policy had been used in the past. A discussion followed. Ms. Ward asked that it be reviewed by Human Resources/General Counsel to ascertain it does not conflict with current supplemental pay policies.

Minutes of Meeting of August 17, 2016

Dean Sanders made a motion to approve the August 17, 2016, Deans Council minutes. Dean Paul seconded the motion. A vote was taken, and the minutes were approved.

60/120 Required Credit Hours List

Associate Provost Ball stated the document titled “Program Changes in Required Credit Hours to Complete Degree” was distributed with the Deans Council agenda. The information on this document was reported to the Ohio Department of Higher Education. During the migration to the eCatalog, some of the information regarding 60/120 credit hours conflicted with the list. Dr. Ball asked the deans to share the lists with chairpersons and make certain the information is correct. All corrections must be reported to Dr. Ball by the end of September. Dr. Ball stated if he does not hear from the deans by the end of the month, he will assume that the information is correct.

Upcoming Study Abroad Policy at YSU

Associate Provost Myers stated his office is in the process of implementing a study abroad policy, with a goal of bringing the policy to Deans Council for review and recommendation in the early spring. There is no current policy for faculty members who wish to take students out of the country for university trips. It is the desire of the International Programs Office (IPO) to increase study abroad and to allow all students to have a study abroad option in their curriculum. A discussion ensued. It was stated the IPO will work with the Academic Senate in creating the policy. The IPO wants to make sure all study abroad programs have contingency plans, and it wants to help advertise the trips. It also wishes to conduct orientations for faculty and students on what they should and should not do when in a different country. Provost Abraham stated he foresees that these guidelines could become a University policy in the future.

Roundtable

Dean Blair asked Provost Abraham for a budget update in regard to new faculty positions. Provost Abraham stated that Fall 2016 enrollment was up 2.27 percent, or 3.4 FTE. Associate Vice President Swegan stated the increased enrollments were due, in part, to CCP, which does not generate much revenue, and more students taking 17-18 hours, which is now part of the bulk rate. There is roughly \$1 million additional income based on these increases.

Provost Abraham stated there are many needs across campus in addition to faculty positions. A conversation regarding new positions for FY 18 has not transpired, but Dr. Abraham assured Council he will do his best to promote faculty and staff needs in Academic Affairs. A discussion ensued about faculty positions for FY 18, and concern was voiced about posting and interviewing candidates for positions that are withdrawn later. Provost Abraham stated he approves all priority positions. Dean Howell asked for deans to be allowed to replace the priority if a priority position does not generate strong candidates but a lower priority position does generate strong candidates.

Ms. Ward stated the deadline for FY 18 faculty requests is Monday, October 3, at 5:00 p.m. Overload projections are also due Monday, October 3, at 5:00 p.m. Ms. Ward reminded Council she emailed a note about part-time budgets, and if there are any questions, deans can contact her.

Associate Vice President Reagle stated he will send an email to the deans and advisors regarding the Academic Advising Center. He is seeking advice, and he asks the deans to give him input.

With no further business to come before Council, the meeting was adjourned at 2:59 p.m.

Respectfully submitted by Jodi Clowes