

**Deans Council Minutes**  
**November 15, 2017**  
**Leaders Conference Room**

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

Guest: Kim Verdone

**New Transfer Equate Policy**

Ms. Verdone stated she received good feedback from the chairpersons regarding the new transfer equate policy. She assured the deans that course descriptions and not titles will be used to determine course equates. Council agreed to the ten-day turnaround time for equates to be returned to Degree Audit. Chairpersons will give given five days. If the course is not returned, it will bounce to the next level for three days. If the next level does not approve, it will be forwarded to the Provost's office for two days. It will then be returned to Degree Audit. Ms. Verdone stated she would like to show the chairpersons the flow form so they are aware of what it looks like. The transfer equate policy will go into effect beginning January 2018.

**New Academic Program Review Process and Cycle**

Associate Provost Ball reported for Amy Flick. Dr. Ball stated the streamlining committee has been meeting, and the committee believes it would be best to completely change the program review model. The objective is to have all programs within a department involved in the process. The whole process can be rolled out in a five-year department review with information contained at the department level. It was noted that many of the reports that must be completed (i.e., assessment, annual report, program review) all ask for the same information. In the new process, departments can identify mission and five-year goals that relate to one another. This information is useful to chairs, deans, and for strategic planning and decision making. The idea of a pilot was discussed, and committee members from Teacher Education, School of Technology, Biological Sciences, and Philosophy and Religious Studies volunteered. A discussion ensued. It was noted information would need to be inputted and continually updated. The Digital Measures software was discussed. It was noted Digital Measures costs \$489,774 for a one-time charge for seven years. Other systems will be explored. Department goals were discussed. Dr. Ball noted the goal of the streamlining committee is to create a continuous improvement process that incorporates program review and academic planning.

**Graduate Assistantship Timelines, Allocations and Funding Sources**

Dean Sanders stated the Graduate Assistantship Committee chose to keep the proportions the same as in previous years. Dean Sanders reminded Council that scholarships and assistantships are separate. Chairpersons can award a student either a scholarship or an assistantship. Awards can be divided in half. The graduate research assistants (GRAs) receive supplemental funding from the Office of Research. New scholarships are issued for fall and spring semesters. Scholarships must be renewed for summer, fall, and spring. The scholarships do not automatically roll over. Dean Sanders reminded Council that TAs are expected to teach. GAs are not to teach classes. International students must have a TOEFL Speaking Score of 23 to teach. Remember that students can turn down an assistantship but keep the scholarship.

Renewals for graduate assistantships are due at the end of February. New appointments will be made no later than May 15th. Reallocations may happen, even though it has not been done in the past. Get appointments done early so funds will not be reallocated. An online process should be in place in January for new fall assistantships. The paper process will still be used for spring 2018 appointments.

### **YSU Faculty Credentials Guidelines**

Dr. Ball noted that all revisions to date are incorporated into the YSU Faculty Credentials Guidelines document. He stated he wants to take the document to the Academic Senate meeting in December so it can be endorsed in time for the HLC visit in March, but he cannot do so until all information is complete. The deans indicated they will forward more detail to complete the report.

### **International Pathways Program**

Due to the absence of Dr. Myers, the report will be deferred until December.

### **Approval of the Minutes of the October 18, 2017**

Ms. Ward suggested that the next-to-the-last sentence under Faculty-Led Trips, as it applies to Domestic Travel, be changed to say: "Fees associated with faculty-led trips will be assessed by the Bursar and attached to the student bill." Dean Mosca made a motion to approve the minutes as amended. Dean Steelant seconded the motion. A vote was taken, and the minutes were approved.

### **Evaluations**

Provost Abraham shared in detail his views on what "exceptional" is, and how it is not merely work beyond the minimum. He suggested that deans meet with chairs to give them a sense of things they should do to improve. Faculty and staff should seek to achieve accomplishments beyond the minimum. Department goals need to align with college goals. Dr. Abraham noted that he hears the complaint that YSU faculty are the lowest paid in the state, but a faculty member can get tenure with one or two published documents. A case can be made that faculty should be paid higher salaries, but they also need to perform at a higher level. If YSU is to be compared with other institutions, administrators, faculty, and staff must be able to perform at levels that compare with those institutions.

Dr. Abraham also noted some of the challenges the University faces. The state of Ohio has a four-year graduation rate goal of 30 percent. YSU's four-year graduation rate is only 10 percent. We need to be better than 10 percent. It is important to work to get that percentage up. Currently, the freshman to sophomore retention rate has increased from 67 percent to 73 percent to 76 percent. There is work to be done on these and other goals.

### **Roundtable**

Associate Provost Pintar stated the Student Evaluation of Teaching will take place November 27 through December 9, 2017. The students will be blasted with reminders to complete the evaluations. It is suggested that faculty allow students to complete the evaluations at the beginning or end of class. The evaluation system has a robo calling feature. A PowerPoint slide

regarding student evaluation of teaching will be posted on the television monitors in each building.

Provost Abraham indicated that the Sabbatical/FIL committee will be reviewing applications and conducting interviews. The committee's work will not be done until the end of November.

The issue of workload was discussed. A small working group will be formed to look at issues of workload. The group's findings will result in clarification of Board Policy 3356-10-20, which will be on the agenda for the March 2017 Board of Trustees meeting.

The status of term faculty is being reviewed. An MOU will be written to clarify the type of term faculty, including lecturer.

Associate Provost Pintar stated the HEI classifications were published this morning. A meeting scheduled on November 28<sup>th</sup> will determine what needs to be changed and the process for making these changes.

Ms. Ward stated faculty received their first bonus on October 31. The new pay and back pay should have taken place on October 18. Ms. Ward stated Human Resources is working on deferred payment, but overall, the payments are current.

Dean Blair asked about the recruitment allocation for searches. She noted the Provost sent a memo to all search committee chairs indicating he wants to be informed prior to bringing candidates on campus.

Dr. Cossentino indicated submissions for the Honors College academic journal are due April 1. The Fok Hall building dedication will take place on April 4, 2018, at 4:00 pm. This dedication will be followed by the Honors College Medallion Ceremony at 5:00 p.m. in the Chestnut Room.

Ms. Torres stated students have been working with the YSU app in Maag Library. She also noted the search committee for the Executive Director is being formed. It is hoped to have an Executive Director in place by July 1, 2018.

Associate Provost Berardini noted a research project for students working during the three-week break is being formulated. There are no rules as of yet.

Associate Vice President Hripko announced the Research Professorship Review Process is underway. There are 162 workload hours available. The recipients of the leave will be announced on January 15, 2018.

Mr. Hripko also stated research training will take place at Kent State University in early December. There are 20 individuals signed up to attend from YSU.

Associate Provost Ball indicated he is gathering the most recent comprehensive report listing all accredited programs from all accrediting agencies. The information is due Friday, November 17, 2017.

Concerns communicated to the president regarding frustration with the YSU website. AVP Tirone responded there are no outstanding requests for website work. She also indicated each college has its own contact person. Ms. Tirone will be asked to attend Deans Council in December.

Dean Mosca stated the Centofanti trust donated an additional \$500,000 to YSU for its symposium fund.

With no further business to come before Council, the meeting was adjourned at 3:33 p.m.

*Respectfully submitted by Jodi Clowes*