

Deans Council Minutes
October 18, 2017
Leaders Conference Room

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

Guests: Cynthia Kravitz, Jennifer Lewis-Aey, Eddie J. Howard, Joseph Mistovich, Kim Verdone

Sexual Misconduct Policy

Atty. Kravitz stated the sexual misconduct policy has been updated, and she provided two sets of brochures for council members. The first is titled *Sexual Misconduct* and gives information and resources about what sexual misconduct entails. The second is titled *It's on You* and explains reporting by responsible employees. Atty. Kravitz asked the deans to take additional copies to distribute within their colleges.

Faculty Search Process

Atty. Kravitz stated YSU received erroneous information from its immigration attorney. U.S. regulations state that faculty and PA positions must be posted for 30 days. YSU cannot hire an individual within the 30-day posting requirement. Applicants can be reviewed and interviewed during this 30-day requirement, but they cannot be hired. If the recommended candidate is a foreign candidate who requires sponsorship, YSU must evaluate all applicants who applied in the first 30 days. Dean Steelant asked for clarification if the time period is 30 calendar days or 30 working days. Attorney Kravitz said she would check and get back to Council. Attorney Kravitz confirmed that it is 30 calendar days.

Ms. Lewis-Aey stated postings for part-time faculty will be refreshed twice a year. She stated a memorandum will be sent explaining this requirement. Ms. Lewis-Aey also stated new full-time faculty postings have been updated to add diversity language. The University mission statement will also be incorporated into the postings. The diversity language is for future postings. Positions already posted will not be updated, as it would be unfair to those candidates who have already applied for these positions. Search committees will be asked to add interview questions in regard to diversity. There will be an updated hiring process document that will be forwarded to deans and chairs in the near future. Faculty postings will be sent to reach diverse and minority candidates, such as women in STEM. YSU is reviewing what OSU does for diversity outreach. Ms. Ward stated the Provost's Office will still use the one-page YSU Vacant Faculty Position Requisition as the first step in requesting a position to be posted. If the requisition is approved, departments will be given approval to begin the online process.

Student Complaint System

Associate Vice President Howard distributed information about the student complaint system, and he noted this topic was discussed previously at a Senior Leadership meeting. In the Senior Leadership meeting, he said the college administrative assistants would be named the contact persons for students who wish to report a complaint in their respective colleges. Mr. Howard stated he circulated a list with the contact names, and he asked those in attendance to make changes if they wanted a different contact person. Only one change was indicated, and that was from AVP Tirone.

Mr. Howard circulated the list in Deans Council, and he asked the deans to choose the contact person for their colleges. A discussion arose about what should be documented as a complaint and allowing students to file their complaints directly in the online system. It was noted the student complaint system is intended to meet Federal Compliance expectations, and part of that objective is to evaluate where YSU needs improvement. It is difficult to determine what types of problems YSU may have if numerous students go to numerous people and the complaints are not documented. The process is designed to help obtain data in a cohesive fashion and to be able to take action to resolve the complaints. Mr. Howard reminded Council that this system was created for YSU by the same company YSU is using to compile the ethics complaints. Mr. Howard also stated that if students log their complaints directly into the system, the University is assessed a charge of \$50 per complaint. Dr. Ball noted that YSU has already defined a “complaint”, and this process will provide complaint data, and unit leadership will determine the course of action we take with the data. HLC will be looking for evidence of continuous improvement. Dr. Cossentino asked what happens when a student seeks her advice for a complaint, she logs it and sends the student to the correct person, but the student never follows up. Mr. Howard stated the system gives YSU a repository to collect complaints. The resolver is the person who needs to act on the complaint. Mr. Howard stated if additional changes need to be made to the primary or secondary contacts, deans should give that information to Jodi Clowes and she will share it with him.

Master of Health Informatics

Joseph Mistovich, chairperson of Health Professions, distributed a handout describing the proposed Master of Health Informatics and gave a short presentation. Mr. Mistovich explained his department is seeking approval from Deans Council to be allowed to write a proposal to the Ohio Department of Higher Education. The proposal will combine IT, data analytics, and communication to improve patient care and subsequently improve patient outcomes. Having an electronic health information system will help to cut down the costs of health care. Features of the program include:

- Only one new course (HHS 6925) will initially be created, although a couple more courses may be created to shape the degree at a later date.
- There are currently 40 students in the Health Informatics track as part of the Master of Health and Human Services degree. There is also a certificate program with a small number of students.
- Courses will be taken from Criminal Justice, Management, CSIS, and HHS.
- Degree achievement requires a culminating or integrated learning experience in the form of a practicum, internship, master’s project, or thesis.
- According to the U.S. Bureau of Labor Statistics, health informatics is one of the most in-demand programs, with an expected employment increase of 17% by 2024.
- The average entry-level salary is approximately \$43,600, with the potential to earn up to \$106,000 commensurate with education and experience.
- CIIHIM is the accrediting agency for this program. There are only nine nationally accredited masters programs (traditional and/or online). If this program was approved, YSU would seek to get accredited, and be the first accredited institution in Ohio.
- There are three programs in Ohio: Kent State University, the University of Findley, and the University of Cincinnati. None is accredited.
- If the master’s program is approved, the certificate program will be terminated.
- There are 40 healthcare institutions within a 75-mile radius, illustrating need.

- A small needs assessment was conducted on campus. Of the 245 responses, 194 (79.3%) stated they were interested in the program, and 32 of these students said they would definitely apply to the program.
- Anticipated enrollment is 10 students in year one; 15 students in year two; 20 students in year three; and up to 40 students in year five.
- There would be a need for a full-time faculty member who would serve as program director, and additional part-time faculty may be required as the program develops.
- Currently, there is no need for additional facilities or labs.

Mr. Mistovich said the department would like to submit the proposal in January. Dean Sanders moved to allow the Health Professions department to move forward with a proposal for the Master in Health Informatics. Dean Howell seconded the motion. A vote was taken, and the motion was approved.

Student Transfer Credit Evaluation Process, Part 2

Ms. Verdone stated she was at Deans Council to follow up and complete the discussion started in September. At that time, Council recommended using Option 2 for the procedure regarding the student transfer credit evaluation process. The deans were asked to share the document with their department chairs and to come back with any questions or concerns. The deans were in overall agreement with the process. The discussion then centered on who the contact persons in each college will be, the amount of time that person has to respond to requests (five days), and who the secondary responder is if the primary responder does not respond. The names of primary and secondary responders were shared with Ms. Verdone. Ms. Verdone stated the secondary responder will be given three days to respond to requests, and after that point, it will go directly to the Provost. Dr. Abraham noted if requests go to the Provost's office, a determination will be made. Ms. Verdone stated she met with Dr. Joe Palardy and Ms. Michele Schaper, and they developed a formflow using the information in the database. Degree Audit will populate the template with information and forward it to the chairs. Once the chairs review and agree, they will click the submit button, and the information comes back through SharePoint to Degree Audit. The evaluation will be reviewed and then filed

Approval of Minutes of September 20, 2017

Dean Sanders made a motion to approve the September 20, 2017, minutes. Associate Vice President Hripko seconded the motion. A vote was taken, and the minutes were approved.

YSU International Pathway Program

Associate Provost Myers distributed a handout which outlines the International Pathway Program. He stated he wishes to submit the program within the next four weeks and have the program running by August. In August, the IELTS score in English will raise from 5.5 to 6.0. Students with 5.5 scores can be successful with the support of the Pathways Program. All pathway programs require a GPA of 2.3, and all ELI courses must be completed with a grade of Pass. There currently are 10 levels in ELI, which will be reconfigured to six levels. Dr. Myers noted there are advising templates for the program structure (although STEM is slightly different). A discussion ensued. Concerns about the impact of students and the staff who serve them were expressed. Provost Abraham asked Council to forward their questions and concerns to Associate Provost Myers, and this item will be reviewed again next month.

Operations and Closings During Winter Holidays

Ms. Torres stated that for the past seven years, Maag Library has closed between Christmas and New Year's. For 2017, she plans to close the library for three days: December 27, 28, and 29. This closing enables staff to take time off. In the past, very few people chose to work. In seven years, there has only been one complaint by a faculty member. Associate Provost Berardini stated she has gotten many requests for staff to take vacation the day before Thanksgiving, and she asked if there are any relevant policies. Provost Abraham told her there are no classes on the Wednesday before Thanksgiving, and that staff must use vacation or approved leave time.

Part-time Faculty Evaluations

Associate Provost Pintar asked the deans to have the chairs review the part-time evaluation forms. Emails were sent to all part-time and College Credit Plus faculty. It is up to the chairpersons if they want to evaluate a faculty member in the fall or spring. The chairpersons were also sent two sheets. Needed is the date the faculty are evaluated, and if the evaluation is in the departmental file. There is no need for the Provost's office to see the evaluations. The forms need to be completed and returned. This information is needed for HLC compliance.

Course Classification

Dr. Pintar recently asked Institutional Research to run a report on courses with field experiences, and YSU currently has 100 courses indicating this component. Chairpersons were sent an email with a Dropbox link asking to make sure their courses are classified correctly. Chairs are expected to review the report and respond to Dr. Tom Wakefield. The University Curriculum Committee will review the results. On November 28, Drs. Ball, Cooper, Pintar, and Wakefield will meet to see if there are any issues. If the issues are minor and do not have workload implications, approval will be granted. Anything with issues will be directed through the Academic Senate. Deans have access to the link, and they can review the contents at any time and give opinions. Dr. Ball stated it is important for chairpersons to read the definitions of the courses and to carefully identify each to allow processing to be more exact.

Board Policy 3356-10-13

Associate Vice President Hripko reported the primary change in the Guidebook Policy on Research, grants, and sponsored programs, is to allow the Director of Grants to have institutional signature authority on grants. Currently, signature authority rests with the President, Provost, and Associate Vice President. Ms. Ward noted two small changes, and Mr. Hripko said he would make those corrections and forward to Atty. Kravitz. Dean Paul moved to accept the changes made to Board Policy 3356-10-13. The motion was seconded by Associate Vice President Swegan. A vote was taken, and the motion was approved.

Part-time Faculty Committee

Provost Abraham stated a Part-time Faculty Committee was established last year, and he met with the committee about six times in the evenings, usually from 5:30 – 7:30 pm. He asked the deans if they wanted to nominate new individuals to be on the committee. Dean Licata asked if the participant from WCBA attended meetings, and the Provost stated the attendance of last year's committee was very good. Dr. Cossentino asked that Chelsea Thompson be appointed to serve on behalf of the Honors College, and the Provost was in agreement. Dean Mosca asked that Ms. Slivinske remain as the representative of BCHHS. The Provost asked the deans to forward names of individuals to him.

YES Committee

Provost Abraham stated he and Dr. Cooper have met, and they would like to modify the membership of the YES committee. They would like to have a dean on the committee. Dr. Abraham asked if any of the deans wished to volunteer. After a short discussion, Dean Paul volunteered to become a member.

Faculty-led trips, as it applies to domestic travel

Provost Abraham stated that concerns have arisen about a new student travel policy approved in September. The Student Travel Committee will reconvene to listen to the issues to fine-tune the policy so the concerns are addressed. The safety of students is of paramount concern. YSU wants to manage its risk and be able to ensure parents about the safety of their students should they inquire. Ann Gardner from IPO will be coordinating study abroad and faculty-led travel. She will also make sure all forms are completed. (Note: Forms for domestic faculty-led travel will be distributed once the final version is complete.) Fees associated with faculty-led trips will be assessed by the Bursar and attached to the student bill. All travel must have the appropriate approvers, and information on student travel is to be kept within the dean's offices, as per the Student Travel policy.

Roundtable

Ms. Ward stated she is finalizing the Fall 2017 course fees and is working on carry-forwards. Ms. Ward is working with Dean Sanders to finalize the GA, TA, and GAI positions to make sure they are being charged to the correct FOAPs. Transfers will be completed the week of October 18. Ms. Ward asked that payroll reports be reviewed by deans/chairs to make sure there are no discrepancies. Fall course verification will be distributed soon.

Mr. Hripko stated the Research Professorship applications are due October 23. Deans are to provide letters of support. The Research dinner will take place on November 2, and Mr. Hripko asked the deans to promote this dinner. There have not been many RSVPs received. Mr. Hripko stated the U.S. Department of Economic Development has awarded a \$2 million grant to Youngstown State University to help create the Mahoning Valley Innovation and Commercialization Center in downtown Youngstown. The state will be providing \$3 million, and \$3 million will come from federal funds. The Tiger Grant has been submitted. This grant will do to Fifth Avenue what has been done to Wick and Lincoln Avenues. The grant is designed around YBI, YSU, and Mercy Health. If the grant is approved, there are seven years to spend the funds on the project.

Provost Abraham reminded Council that the Wick Avenue dedication takes place on Friday, October 28, at 9:00 am.

Adjournment

With no further business to come before Council, the meeting was adjourned at 3:31 p.m.

Respectfully submitted by Jodi Clowes