

**Deans Council Minutes**  
**March 21, 2018**  
**Leaders Conference Room**

Present: Abraham, Ball, Berardini, Blair, Cossentino, Howell, Mosca, Paul, Pintar, Sanders, Steelant, Ward, Woodlock (for Licata)

Guests: Paul McFadden, Chaney Nezbeth, Brian Nord, Brian Wolf, Dan Kopp, Karen Becker, Sarah Eisenaugh

**YSU Foundation Presentation**

Mr. McFadden introduced his development staff (Chaney Nezbeth, Brian Nord, Brian Wolf, and Dan Kopp) and shared a suggestion that a medallion be made for each endowed chair or professorship at YSU to be worn at functions such as commencement. Mr. McFadden stated his team worked with Wendell August Forge to create the design of a bronze, three-inch die-struck round medallion. The front of the medallion would have the YSU seal, and the back would have the name of the endowed chair or professorship and the date the endowment was established. The chair medallion would be hung by a chain, and the professorship medallion would feature a red and white ribbon. The medallions would be worn at commencement by the individuals currently in that position. A Wendell August walnut box will be used to display the medallions when not being worn. Mr. McFadden asked Council to approve the concept and design. Deans Council approved the medallions.

Mr. McFadden gave an update on the capital campaign, stating that \$60 million has been pledged, of which \$40 million are verbal commitments. There is no lead gift at this time, although 21 gifts of \$1 million have been pledged. Mr. McFadden noted that all of the development officers spend their afternoons behind closed doors reaching out to YSU alums with the hope they will give back to the University, and the officers have been successful. Many first-time donors have been found, and the development officers shared some of their success stories. Mr. McFadden shared a list of individuals/graduates who may need encouragement from the deans before they commit with a pledge, and he asked the deans to please follow up with these individuals. Mr. McFadden asked the deans to take the “I See Tomorrow” packets with them.

Mr. McFadden also announced that the YSU Veterans Center will be named in honor of a YSU alum on May 23, 2018.

**Approval of Minutes from Previous Meetings**

Dean Mosca made a motion to approve the minutes of the February 21, 2018, meeting. Dean Paul seconded the motion. A vote was taken, and the minutes were approved.

**Honors College and SharePoint**

Dr. Cossentino distributed a handout (see attached). Dr. Cossentino stated she is expecting 270 – 300 new honors students for Fall 2018. The number of honors contracts has risen from 300 to nearly 800, and the manual process currently being utilized is becoming unmanageable. The Honors College will utilize SharePoint to operate an electronic system for honors contract approvals to be launched in mid-April. The proposal forms will go live in Summer 2018. Honors capstone

proposals will migrate into SharePoint in Fall 2018. The deans were asked to help communicate this information to chairs and faculty.

### **Institutional Process for Updating Academic Catalog**

(A handout was distributed with the agenda – see attached.) Associate Provost Ball stated YSU needs to have a policy regarding updating the academic catalog. The catalog is the “final answer” for curriculum questions that arise, and it is updated every spring. The Provost’s office tries to refrain from making additional changes after that term. Dean Sanders requested a mechanism for making changes to the catalog. It is important to document that YSU oversees the content of the catalog and assures of its quality. The deadline for updates for the 2018-2019 catalog is May 1. Dr. Ball asked for a show of hands to endorse this policy. There was majority support, indicating an endorsement of this process.

### **General Education Compliance**

(A handout was distributed with the agenda – see attached.) Associate Provost Ball reported that during the HLC visit in 2008, the site team noted the number of YSU students graduating without completing all the general education requirements. General Education compliance is now trending in the right direction. In Fall 2017, four colleges had 100% compliance. The goal for Spring 2018 is 100% compliance in all six colleges. Dr. Ball thanked the deans, chairs, and advisors for being mindful of this requirement and for communicating the general education requirements to students. The advisors have been proactive in contacting Kim Verdone and Joe Palardy when there are questions or if there is a need for an exception. One challenge occurs with math classes because math courses from ten years ago may no longer exist at YSU.

### **HLC Update**

(See attached handout.) Associate Provost Ball distributed a first draft of the calendar of events that will take place when the HLC site visitors arrive on campus. Dr. Ball pointed out the meeting described as the “Shared Governance” area of focus, which will take place March 27 at 9:10 a.m. Dr. Ball asked each dean to select two faculty members from the respective colleges to attend this session and to give him the names of these faculty members before the end of the day. He noted that the YSU-OEA selected nine faculty members to attend this session, and the Academic Senate also selected nine faculty members to attend this session. A faculty member can only represent one area. Part-time faculty members are allowed to be part of this meeting. The HLC does not define deans as senior leaders, so they are welcome to attend all three Open Forums. All Open Forums will take place in the Chestnut Room. Dr. Ball stated students are encouraged to attend Open Forums as well, and he asked the deans to please pass that information to students. Dr. Ball went through the agenda. He noted the team has a couple of weeks to complete their work after the site visit. The team’s report will go to Barbara Johnson, the HLC liaison, who will read and review the report. Once read by Dr. Johnson, the report may go back to the team. When Dr. Johnson signs the report, it will come back to YSU. YSU may have to make corrections for facts. There is a committee meeting in June, and YSU will get the final results at that time.

Ms. Ward shared a conversation she had with a staff member who couldn’t remember receiving any information or notifications about the HLC sessions. Ms. Ward shared with this person the emails that had been sent weekly by the President through the Office of Marketing and Communications. Because of this lack of understanding, Ms. Ward asked the deans to let staff members know they are welcome and encouraged to attend the Open Forums.

### **Penguin Think Discussion Update**

Dr. Becker and Ms. Eisenaugh stated the topic of “disability” was too narrow for the 2018-19 FYE topic, and the topic has been changed to Empowerment and Difference. The deans expressed their satisfaction with the new topic, since finding strengths and empowerment gives a positive perspective and a reason to celebrate. Dr. Becker stated that teacher training will not take place until August. Dean Mosca shared with Council that the Fall Centofanti speaker will be Tim Wise, who is an anti-racism author. He will speak on race, class, and white privilege. His lecture may be in line with the new topic.

### **Freshman Orientation**

Associate Provost Berardini shared with Council the changes that will take place in freshman orientation. The major change is each student will meet with his or her advisor for a 20-minute session/conversation based on how the advisor wishes to engage with the student. Advisors are given the option to preregister students in Internet Native Banner, and advisors will be invited to training sessions so they know how to do this. Preregistering students is not mandatory. Provisions are being created for students to follow up at the end of the day, and logistics are being worked out. Dr. Berardini stated they are working to manage delivery of bills for students who have been preregistered but did not come to campus. Provisions are also being made for Jump Start and other summer classes. Ms. Ward asked if students can review and change their schedule or if they have to wait until orientation. Dr. Berardini said she would check.

Dr. Berardini stated there will be a new tab in the portal that will give the step-by-step process of registration, and she is trying to make sure academic advisors have all the information they need. Dr. Berardini stated the February and March early registration dates were deleted. Current students will register before the early students. There was a computer error for the CCP students giving them registration appointments as if they were current students. If the advisors run into problems with these students, they should send those students to Dr. Berardini.

Provost Abraham asked Dr. Berardini to ask Jeanne Herman, Registrar, to start sending registration reports to him and the deans. These reports will enable the deans to monitor classes that may need to be added or opened when sections are filling up, or to be cancelled because of low enrollment.

### **2018-19 Graduate Tuition**

(See attached handout.) Provost Abraham stated based upon previous conversations regarding tiered tuition for graduate school, he proposed a six-percent increase for high-demand programs and a two-percent increase for the other master’s programs. There would also be a separate rate increase for doctoral programs of six-percent. A conversation ensued. There will be no increase of graduate assistants if the rate is approved, but the increase will result in more scholarship cost. It was stated that three percent is the trend for graduate school tuition increases. Following the conversation, there were no objections to the tiered increases.

Ms. Ward stated that Susan Beiling is the new bursar, replacing Gloria Kobus, who resigned.

### **Governance Documents/Workload**

Associate Provost Pintar stated 29 departmental governance documents were reviewed by a committee on March 16. She distributed a handout referencing teaching, service, and research (see attached). She returned the governance documents that were reviewed to the appropriate deans. A discussion ensued. Dr. Pintar reminded Council that 24 hours is a faculty member’s full-time load.

When discussing time commitment, Dr. Pintar noted the deans can decide what is appropriate in terms of reassigned time in their colleges.

**Workload**

Provost Abraham stated he shared a draft of a workload document with the deans that he hopes to share with the administration and union in the near future. It was noted there currently is no consistency between departments and colleges on what scholarship and service is, and it is a goal to have consistency across the university. A discussion ensued. Provost Abraham said he would take the information from the discussion, update the document, and will share it with the deans.

**Adjournment**

With no further business to come before Council, the meeting was adjourned at 3:40 p.m.

*Respectfully submitted by Jodi Clowes*