

DEANS' COUNCIL

Wednesday, February 15, 2006

9:30-11:00 a.m.

President's Conference Room

Minutes

Attending: Bowers, Chordas, Edwards, Ginnett, Herbert, Hirtzel, Kasvinsky, Khawaja, Kobulnicky, Licata, Mike, Yemma.

Guests: Marie Cullen, Amanda Mielke, Vern Haynes, Marilyn Ward

1. Announcements:

- Peter Kasvinsky distributed an executive summary from NorTech discussing a new economic development plan for Northeast Ohio that includes Youngstown. The full report is available at <http://www.techfutures.net/PDF/FinalNorTech.pdf>.
- Students from Mechanical and Industrial Systems Engineering won first place at the 2006 IIK Student Paper Competition at Purdue University in the area of waste paper management.
- An Engineering student has been selected by the Golden Key Honour Society to travel to China as an American Engineering Student representative.

2. Enrollment – Cyndy Anderson (Agenda Item Cancelled)

3. Degree Audit – Marie Cullen & Amanda Mielke

Amanda Mielke reprised her comments about what should appear on curriculum sheets and passed out a proposal for a curriculum/advising sheet, largely following models from Business and Engineering. Student Government would like for departments to use degree audits, **but if they don't, departments should be sure curriculum/advising sheets include the items and categories listed on the handout she provided (see attachment).**

Marie Cullen distributed and discussed several DARS sample degree audits. Vern Haynes discussed his department's positive experiences using degree audits. Audits (created in DARS) for all colleges are completed and available for use, except for parts of A&S and HHS. The reaction of the deans to the audits was very positive. Marie has trained some faculty and is willing to train faculty in departments that are interested.

Some time was spent discussing the issue of prerequisites.

Jim Mike asked about monitoring "retakes" of courses through the degree audit process (university

policy says courses may be repeated only once without a dean's permission, but the current registration system doesn't prevent students from violating the policy). Marilyn Ward indicated that Banner tables will track "retakes."

If a department is not going to use DARS audits, it must have complete and up-to-date advisement sheets.

4. Part-time Budgets

Colleges and departments are now being held to their listed part-time budgets.

Marilyn explained that the calculation of part-time budgets takes into consideration, for example, full-time faculty hires, ETS, reassigned-time, and enrollment. Should these factors dramatically change, we may have discussions of realignment.

Dean Ginnetti asked about faculty salaries paid by grants and wondered why the colleges do not get back the full salary covered by the grant. The Provost indicated that these funds are necessary to subsidize other reassigned-time assignments. Any faculty-salary savings that come to Academic Affairs in the grant process are used to subsidize part-time teaching loads.

5. Renewal of Term Appointments/Purpose of Degree-Completion Contracts

Dr. Herbert asked that the deans inform his office immediately (by the end of the week) of any term appointments they want to renew. He also asked deans and chairs to let individuals on term appointments know that they will receive the standard letter indicating that their appointment won't be renewed, regardless of whether the chair and dean are planning to renew the appointments. The letter is a formality because of the March 1 deadline stipulated in Article 10b1 of the *YSU/YSU-OEA Agreement*.

A side discussion developed about "degree completion" and "degree-completion contracts," whether any individual who hasn't completed the terminal degree can be hired on a degree-completion contract (or whether the degree-completion contract is intended only for individuals whom the university has agreed to support to complete the degree), and whether a term employee is entitled to a full-time slot, without a national search, when he or she completes the terminal degree. Dr. Herbert noted that the *YSU/YSU-OEA Agreement* is unclear about some of these matters. There is some confusion about whether an individual's term appointment may be converted to a tenure-track position in any circumstance. Once the new *Agreement* is printed, we will need to examine these provisions carefully.

6. Budget Update

Some of the proposed FY'06 cuts supplied to the Administration are "disputed"; we have been told that two of the positions had already been offered up/taken. A recalculation of our suggested cuts leaves \$277,000 in additional funds owing. Discussions continue.

The cuts for FY'06 are one-time, not base, and thus do not carry over to the FY'07 cuts.

Marilyn will remove “research incentive” funds from the current budget numbers.

7. BOT Representatives

The Academic and Student Affairs Committee will meet February 28 at 10:00 a.m. or whenever the earlier meetings end (perhaps before 10:00, perhaps after). The Provost reminded several individuals that they will make presentations:

- Ginnetti and Herbert will discuss reorganization of departments in the Beeghly College of Education.
- Kasvinsky will present proposed policy changes and recruit someone to be on hand to answer any questions about the Program Development Plans for the proposed DPT and Master of Arts in Art.
- Chordas will discuss the Youngstown Early College.
- Bowers will discuss the Performance Report and answer any questions about the accreditation and Higher Learning Commission updates.

8. New Business

None

9. Adjourn

Attachment: Advising/Curriculum Sheet handout attached as page 4 of the minutes

DEPARTMENTAL ADVISEMENT SHEETS REQUIREMENTS

1. Up To Date Information (Phone numbers, catalog numbers, etc.)
2. Contact Information for the Department – Phone Number and Email Address
3. Information where pertinent on when the courses should be taken and in what order (The WCBA's or Engineering department's curriculum sheets may be used as an example.)
4. Space where students can insert their grades
5. Available space where students can insert which courses they have taken to fulfill elective requirements within their major
6. General Education Information That Includes the Following:
 - a. Appropriate number of spaces for general education courses listed by domain and by intensive requirements
 - b. Listing of general education courses that must be selected by the student to fulfill program requirements
 - c. Listing of intensive general education courses within the department
 - d. Explanation that students must take a minimum of 2 courses and no more than 3 to satisfy the requirements in the natural science, artistic and literary and societies and institutions domains, and that the total for these domains is 8.
 - e. Explanation that students may take one additional course from natural science, artistic and literary, or societies and institutions domains as a substitute for the selected topics domain.
 - f. Reference to the General Education website for up to date information
7. Important Notes on such matters as whether the courses require a grade of "C" or better and if they can be taken Credit/No Credit.
8. Whether or not Developmental Courses count towards major requirements
9. Is a minor required
10. A reference to other important documents, such as the departmental web site or the Undergraduate Bulletin
11. Total number of upper division hours required to complete the program
12. Total number of semester hours required to complete the program
13. A list of acceptable courses that fulfill major requirements