

# DEANS' COUNCIL MINUTES

Wednesday, September 20, 2006

9:30 a.m. -11:30 a.m.

Provost's Conference Room

**Attending: Bowers, Edwards, Herbert, Kasvinsky, Khawaja, Kobulnicky, Licata, Ritchey, Suchora, Ward, Yemma**

## 1. Announcements

- (Licata) The 25<sup>th</sup> Anniversary Williamson Symposium will be Thursday, 9-28-06, beginning with a symposium at 9:30 a.m., a press conference at 11:00 a.m., and a luncheon afterward.
- (Kobulnicky) The Maag Library Constitution day event on Monday had a relatively small turnout, but Paul Sracic gave an excellent speech. Next year, please encourage people to attend, and please induce attendance by giving students extra credit or using it as class time.
- (Edwards) The YSU Fine & Performing Arts brochures have been sent out. The *Flatspin* theater comedy production starts October 5.

## 2. Overload Clarification - Nate Ritchey

Due to numerous inquiries, Dr. Ritchey passed out a memo (see [http://www.ysu.edu/provost/communications/Overload\\_Guidelines\\_September\\_2006.pdf](http://www.ysu.edu/provost/communications/Overload_Guidelines_September_2006.pdf)) to clarify the circumstances that lead to faculty overload.

In general, faculty on reassigned time are not eligible for overload assignment. Since exceptions do occur, any overload exceeding one hour for reassigned faculty will require justification from the chair and approval by the dean and Provost. The approval process should be completed by the beginning of the Spring semester this year (and in the future by the beginning of the semester in which the overload will be invoked). Also, a person on an FIL should never have 6 hours of overload; on the other hand, a program coordinator may be needed to teach a course which would result in an overload situation.

It is important to note that overload payments may affect your part-time budget allocation. So this year, we're expecting departments not to go above the load they had last year and that they be accountable for their decisions in using their overload effectively and efficiently. It was agreed that we should make it a policy procedurally to clear the need for overload beforehand, rather than submitting overload information after-the-fact in the Spring.

Since the Spring schedule is done, chairs should know who will need overload. The deadline for submitting the Certification of Faculty Overload requests prior to the Spring semester was discussed. Previously, there has been no approval beforehand; we have just honored requests at the end. Dr. Herbert said it is important for Deans to have the conversations now with their chairs. It is not in the long-term interest of the faculty to carry overload, because overload suggests that we can teach more than 12 hours per semester. We should be judicious in our

assignment of overload to faculty.

Marilyn Ward has begun reviewing the Non-Teaching Duty forms for 2006-07 and finalizing 2005-06. She will re-evaluate part-time budgets when she is finished. Budget analysis uses 24 hours workload, including reassigned time. We will analyze the dollars used for non-teaching duty. There are different rules of thumb within each college or department, but you may be surprised at the underload. Bege Bowers noted that this could sometimes be attributed to labs or 5-hour classes. Twenty-one hours is not acceptable, but 22 to 24 could be ok, depending on the circumstances. Dr. Herbert reiterated that the units need to account for their budgets, manage their funds, and be fully accountable. They may think they can get extra allocations. There has been excessive use of overload; the money, however, comes from the same pot as the part-time money. This Spring we have to communicate with the chairs and deans.

Regarding the overload policy, we will be flexible this year, but we are introducing this concept as part of the whole instructional analysis. Marilyn Ward soon will run workload reports for full-time faculty for Fall. This will be available to look at, including reassigned time, and FIL and Sabbatical. Dr. Licata wondered if we could get a comprehensive report on our part-time faculty. Marilyn can provide this upon request. Next week a report will go to the chairs to edit based on various information, i.e., full-time, and all instructors by course code. Marilyn has everyone's contracts, and workload information on part-timers with dollar amounts. Dr. Licata asked if we can now discern whether anyone will be overpaid as happened last year. Marilyn indicated that there is no edit report in Banner that can catch overpayments. The Budget office tracks all full-time salaries and notifies Payroll of potential errors.

### 3. Summer 2007 – Nate Ritchey

Nate Ritchey said he is on the committee assigned to review the summer budget; other committee members are Tod Porter, Dennis Henneman, Alice Guerra, Marilyn Ward, and Peter Woodlock. The committee has met twice. Using standard financial procedures, they want to evaluate only the cost directly associated with summer classes in that mix. They are not taking into consideration fixed costs, such as building utility costs, salary costs of 12-month staff, etc. The committee realizes that we offer summer school to help students, and make the entire year's cost work out. Dr. Licata asked what accounting practice the committee is looking at—is it a YSU policy issue or a philosophical issue? Much discussion followed. Marilyn Ward wished to clarify, and stressed that the committee is currently discussing what is the right formula to use to allocate expenses.

### 4. Metro College Update – Nate Ritchey

Briefly, there will be changes to the Metro College. The current lease ends in December. The Metro audit team (Lowell Gordon, Paul Kobulnicky, Nate Ritchey) recommended that employee groups be divided into two groups: credit generation off-campus, and the remaining part be focused on workforce development and advanced manufacturing. Credit generation will move to the campus with offices located in Jones Hall. The move should take place within a month or so. Karla Krodell will head the off-campus generation group to focus on expanding all off-campus credit opportunities, including adding sites beyond Boardman, working with high schools for dual credit, focusing on partnerships with technical schools, working with businesses to offer credit courses for their employees, etc.

The search for a Distance Learning Coordinator has been stalled because the search committee felt that we need a Director of Distance Learning, rather than a coordinator; we may cancel and repost the job.

There is space not being used at Southwoods, and we are renegotiating a reduced space lease, with the workforce group remaining at the current Metro site. Bill Beisel will continue to serve as director of this group.

## 5. Strategic Planning Process

Dr. Herbert asked the Deans to share with the chairs that the focus of the strategic planning process should be on the end product, which is the Academic Affairs Strategic Plan. Please consider how we can effect an integrated planning process once reports are received at the college and divisional levels. How do we avoid planning silos?

## 6. Q&A Scheduling

The first Question and Answer Academic Review and Planning Process assessment meeting was held, and we again have scheduled another session prior to the Academic Senate. There were several requests to reschedule to accommodate more of the academic planning committee members. We will ask the union if we can use the 4:00 time slot on the 2<sup>nd</sup> Wednesday of the month, which is normally reserved for union meetings.

## 7. New Business

The Provost's office will host a diversity luncheon, "Diversity in Higher Education," on October 25, 2006, from 11:30 a.m. to 1:30 p.m. The speaker will be Dr. Frank Hale. Hale was the Associate Provost for Diversity for many years at Ohio State and is a nationally recognized authority in this area. Each department will be invited to send a representative, either the chair or a designate. Input was also requested on the format of the event. Discussion followed, and Dr. Herbert thanked the group for their input, adding that beyond recruitment is the administration's responsibility to foster a climate so that underrepresented faculty and students are retained at the institution.

As announced previously, rollover funds from 2005-06 will be retained in a restricted account. Colleges should submit spending plans to the Provost in order to spend these funds. We will announce further details on this arrangement as they are negotiated.

The Chairperson's Retreat at Punderson will be held tomorrow (9-21-06).

## 7. Adjourn

The meeting was adjourned.

*Minutes recorded by Debbie Withrow*