

DEANS' COUNCIL MINUTES

Wednesday, October 18, 2006
9:00 a.m. - 11:00 a.m.
Provost's Conference Room

Attending: Bowers, Edwards, Ginnetti, Herbert, Hirtzel, Kasvinsky, Kestner, Kobulnicky, Licata, Ritchey, Ward, Yemma

1. Announcements

- (Edwards) The College of Fine and Performing Arts held a successful open house last week that was attended by 152 students. Other colleges hold open houses throughout the year also.

2. Workload Reports – Marilyn Ward

Marilyn Ward announced that a workload audit will need to be completed. She said that she is requesting feedback so that we can establish a uniform process for each department to audit its course inventory. The Banner conversion gives us the opportune time to be sure that the inventory reflects the correct workload. In the case of a fixed workload, there is not an issue with the implementation. For the courses that are assigned a code (correlating to an enrollment-based calculation) there are still issues to work out with Banner. There are 34 codes currently on at least 1 course. We need to know if each course has the correct code listed.

Much discussion followed. It was decided that the auditing of courses will begin at the department level. By November 15, Marilyn Ward will send the inventory of courses directly to the department chairs by email or memo, with instructions. Chairs should review their course list and determine the accuracy of the inventory, and make appropriate changes. After the review is completed, the chairs will forward the completed list to their deans. The due date for forwarding to their deans will be December 10. After the deans have reviewed the updated course inventory, they should forward it to the Provost by January 1, 2007. The Provost's Office will do a final review. We will be looking for consistency among departments and across colleges.

3. Course Fee Requests – Marilyn Ward

Several years ago, we put a moratorium on course fee changes except for new courses; some course fees decreased when it was found that a particular course fee did not need to be as high. It was recently suggested that we have a discussion about the process, and lift the moratorium, keeping in mind that with the new legislation, we have to be as careful, if not more so, than we were in the past. We need to recognize the constraints of what can be paid from course fees. The question for discussion was "Do we want to lift the moratorium?" The fixed current

structure of \$35, \$50, and \$65 is not open for discussion. A short discussion followed, and it was felt that after going through the department program review process, the adequacy of the fee amounts could be better assessed. All agreed that the moratorium will be lifted for FY 08; there is no commitment for beyond. We must make sure we understand and can justify every addition or change. Because the changes need to be entered before the first student registers in March, we would like to allot adequate time for the review of current fees. January 31, 2007, will be the deadline to submit requests to the Provost's Office. To facilitate this process, we will develop a short, uncomplicated form to submit any changes or additions. This form will be reviewed at the next Deans' Council and the final timeline established.

4. Chairperson Reviews

The topic of Chairpersons Reviews was asked to be brought before the council. Many do not perform formal annual reviews for various reasons. Dr. Herbert stated that evaluation should be a part of the process for all of us. The Chairs' Handbook is currently being updated, and there should be a timeline for evaluating the chairs. When the process is over, do the evaluations go into the chair's personnel file? It is up to each dean to solicit a review. Department chairs are administrators; it is incumbent on us to evaluate them, and we haven't.

The review does not need to be an annual review. Occasionally, a personnel situation comes up, but we have no scope for movement if nothing is documented. Do not use the form for P/A (Administrative) staff on the HR website; the chairperson review needs to be a narrative. Dr. Herbert will look in the administrative handbook and draft a list of points to be covered. Our goal is to provide professional development feedback. Think about what date we will solicit an evaluation of the chairs. This is not intended to be a disruptive process. Five years is a long chair term, and chairs need feedback to help assess their performance--what are their strengths, what needs attention, and what are their weaknesses? Faculty don't need to participate, but could do so on a three-year cycle. When we solicit input from faculty, we should also consider input from support staff.

5. STEM Merger

At this point (10-18-06) the STEM merger is just at the informational stage, and the conversations are continuing. Naturally, there are concern and anxiety about it. We are meeting again this afternoon with faculty and staff in Engineering & Technology. Some students are getting misinformation, and they are concerned they'll get lost in the shuffle. Dr. Herbert wished to reaffirm that no one will get lost in the shuffle, and the transition will be practically transparent to the students. The departments will remain intact, along with their governance documents, and we are not looking to reform or downsize. We expect to decide next week whether to proceed or not, but the odds are for proceeding.

With regard to the timeline process, we would need to move to form a committee of equal numbers, and appoint a facilitator from outside those units, so as to begin conversations about the details, including money, resources, staff, and the names of the new units. STEM might need additional advisors; we might create or transfer someone. ABET (Engineering) requires that engineering faculty oversee the engineering curriculum.

6. New Business

Paul Kobulnicky asked the Deans' Council to have a short discussion regarding mandating that YSU theses and dissertations be officially sent to UMI/ProQuest for preservation and access through UMI, as well as inclusion in the ProQuest database. He felt it was in YSU's best institutional interest to use this mechanism that is standard in higher education, and outlined the many advantages, even though submission of theses and dissertations to UMI/ProQuest would mean an additional cost of \$65 for graduates. The charge for this service could be built into the graduation fee structure.

The Dean's Council approved the idea and will seek any input from the Graduate Council. Paul Kobulnicky's area will revise the instructions and help with the electronic format (scanning) issues to submit the theses and dissertations.

7. Adjourned

Minutes recorded by Debbie Withrow