

# DEANS COUNCIL MINUTES

**Wednesday, May 2, 2007**  
**12:00 p.m. – 2:00 p.m.**  
**Provost Conference Room**

Attending: Bowers, DiPillo, Edwards, Herbert, Kasvinsky, Khawaja, Kobulnicky, Licata, Palumbo (guest), Ritchey, Ward, Yemma

## 1. Announcements

- The College of Arts and Sciences is experimenting with two new languages to be offered in the Fall Semester--Chinese and Arabic. Arabic is closed with an enrollment of 24, and the enrollment in Chinese is currently in the teens.
- The new Dean of CLASS, Shearle Furnish, will be visiting the area in mid-May.

## 2. Commencement (Pam Palumbo)

There are 983 undergraduates graduating this spring semester; usually 75% attend the ceremony. Commencement will take place on May 18, 2007, in Beeghly Center, at 10:00 a.m. Bege Bowers will be filling in for the Provost. Robing will take place in Room 305. The undergraduate receptions will be held in each of the colleges after the ceremony. Immediately following the undergraduate ceremony, there is a luncheon in the Ohio Room for those attending both ceremonies, because there won't be time to go elsewhere for lunch between ceremonies. Dr. Martinez is also invited for lunch; he is speaking at both ceremonies. There will be a round-trip shuttle to Stambaugh after lunch. Box lunches will be available at Stambaugh for those who do not attend the luncheon.

One hundred seventy graduate students will graduate at 2:30 p.m., in Stambaugh Auditorium. The graduate reception is in the first-floor Ballroom. Robing will take place in Stambaugh's Christman Room on the third floor.

Because of the amount of construction taking place around the campus, traffic will be a challenge at many entrances to the University. We'll address this problem with a press release and a notice on the YSU website.

## 3. Update on Summer (Marilyn Ward)

On 4-30-07, Nate Ritchey sent an email to the chairs about reviewing enrollment in the courses scheduled for summer. They will need to cancel low-enrollment courses now. Then, relying on

enrollment history, current student needs, and their best judgment, they should convert other low-enrolled courses to conference courses.

Marilyn Ward said there are 131 courses in the first and full term with no instructors of record. Marilyn will start sending the summer semester enrollment count every day starting next week. She also will e-mail a revised calendar of deadlines shortly.

The workload reports from the chairs were due last Friday (4-27-07). We are still missing 7 to 9 departments' reports; please turn them in.

Marilyn said she has 33 overload request forms; 7 have no released time, and 26 have released time with no justification. She needs 26 justifications by Friday (5-4-07) to meet the deadline for payment on May 15. If estimates from the fall are wildly different from the actual figures, departments may have to cover the difference.

Non-teaching duties forms are due May 14, 2007. The Extended Teaching Service deadline was yesterday, May 1, 2007.

#### 4. Deans' Lists

A parental inquiry regarding how students are notified that they have made the Dean's List was received. The matter was discussed and it was decided to uniformly have the Colleges send a notice by postal service to students' homes each semester. There is no dean's list notification on the grade report at this time.

#### 5. Campus Climate Discussion

The President initiated a discussion to the EASC, the Deans, the Chairs, and the Academic Senators about the results of the campus-climate survey sent to the campus community recently. Council pondered whether it be a good idea to post grievances on the web with responses.

On another matter, Jean Engle, Marketing and Communications, was kind enough to update Council on the current status of the marketing of the reduction in graduate tuition. Radio advertisements and billboards direct the public to the YSU website, and letters were sent by postal service to direct mail audiences. There was a similar approach to print ads in western PA (Mercer and Pittsburgh). Marketing and Communications will now begin to track responses by 'hits' on the website. The University spent twelve thousand dollars on advertising, and the FY07 funds are now depleted. Next, they will piggyback on this campaign with development of graduate posters for every program and distribute them to undergraduate universities in Western PA. Council suggested the YSU website immediately flash a message that the out-of-state graduate surcharge has been reduced; and an international student link should be investigated. Jean encouraged everyone to e-mail or call her with any suggestions.

It was felt that it would not be too late to hold a graduate fair in Western PA—most of our graduate students are part-time.

#### 6. New Business

Dr. Peter Kasvinsky reported that the Academic Senate Ad Hoc Committee on Tenure and Promotion submitted its report on tenure and promotion on May 2, 2007. The committee was charged with studying tenure and promotion processes at YSU and other universities and was asked to present its recommendations to the Senate and Student Government for discussion. YSU faculty were surveyed as part of the review process. Dr. Kasvinsky read the final recommendations of the committee to Council (see the recommendations and complete report at [http://www.ysu.edu/accreditation/Resources/may07\\_adhoc\\_committee\\_on\\_tenure\\_report%205-07.pdf](http://www.ysu.edu/accreditation/Resources/may07_adhoc_committee_on_tenure_report%205-07.pdf)).

The STEM Dean search committee is currently checking the references of the candidates.

## 7. Adjourn

*Minutes recorded by Debbie Withrow*