

# DEANS COUNCIL MINUTES

**WEDNESDAY, FEBRUARY 6, 2008**

**1:00 – 3:00 p.m.**

**President's Conference Room**

Members Present: Abraham, Bowers, Chordas (guest), Countryman (guest), J. Davis (guest), S. Davis (guest), DiPillo, Edwards, Furnish, Hanson (guest), Kasvinsky, Khawaja, Kobulnicky, Krodel (guest), Palumbo (guest), Riley (guest), Singler, Tirone (guest), Ward, Yemma

## 1. Announcements

- Edwards introduced LuEtt Hanson, Associate Dean of Communication and Information, Kent State University. She is shadowing Dean Edwards this year as a participant in the Ohio Academic Leadership Academy (OALA) program. YSU's Sunil Ahuja is doing the same exchange program at the University of Akron.

## 2. Summer Commencement (Palumbo and Tirone)

Pam Palumbo announced that Summer Commencement will now be held on Sunday, August 17, 2008, at 2:00 p.m., at Stambaugh Auditorium (a 2,500 seat capacity facility). The floor of YSU's Beeghly gym still will be under renovation during that time. We will need an undergraduate or a graduate student speaker from the College of Business for Summer commencement.

One undergraduate and one graduate student speaker should be provided from the STEM College for Spring Commencement.

Shannon Tirone is absorbing the Events Preparation office and staff and is hiring an events coordinator. Pam Palumbo is retiring February 29.

## 3. Metro College and Metro Credit (Chordas and Krodel)

The Metropolitan College has been separated into 2 units, non-credit and credit. Since July 1, Dr. Ron Chordas has headed the non-credit Metro College Workforce Development and the Continuing Education programs. Chordas is the 4<sup>th</sup> executive director since 2002. He has facilitated the creation of a vision and mission statement and the development of strategic goals for the unit (see the attachment). Dr. Chordas is currently concentrating on working closely with the Metro staff and focused on an in-depth study of all aspects of the unit's procedures and programming in seeking to best meet the needs of the community.

Karla Krodel, Metro Credit, was appointed to head the credit unit of the University and expand the outreach mission of the University. She passed out a detailed program description and

contact list, which includes the department's mission, vision, and goal statements (see the attachment). Since forming in November of 2006, Metro Credit helped the College of Education establish two new graduate cohorts. The Career Pathways grant under her direction is wrapping up, and the results have been good---the participants have indicated life changing, engaging, and motivating experiences in their evaluation of the program. The project is piloting a plan that links Reading and Study Skills and Developmental Writing coursework into the context of investigating the impact of economic loss on individuals and communities. Instruction is taking place, via the respective YSU departments and Metro Credit, at St. Elizabeth's hospital. Krodel indicated that the Metro Credit department desires to serve the deans and academic departments in planning and implementing academic outreach programs. The Dual Credit (pilot, grant funded) project is an example of this. High school students are instructed in Calculus to the standards of the YSU Mathematics Department and are able to earn YSU transcribed credit if they meet YSU performance standards in Calculus. There is significant growth potential, but at the moment, the growth is controlled by the educational service centers. University of Pittsburgh and SUNY Albany offer 15 or more courses in this manner and generate millions of dollars in tuition or fees, depending on how they charge for credit. Dr. Khawaja said to pursue dual-credit program expansion by convening meetings with YSU chairs and educational service centers' superintendents. Research shows that high school students that earn college credit from a state university while in high school are 70% more likely to attend an Ohio public university.

#### 4. Negotiations Report (Riley)

Teri Riley gave brief statements on some of the issues currently under discussion in negotiations, such as the timeline of sabbatical applications, the institution of a pre-tenure review process to facilitate allowing time for faculty improvement, the student grievance process, and the Health Care Advisory Task Force's work.

#### 5. Study Abroad (Davis and Countryman)

The study abroad issue (see the detailed attachment) was presented to Deans Council because of the processing difficulties encountered in each occurrence of student study abroad. Many study abroad programs are documented on the transcript of a U.S. institution. The office of records and registration feels that the current process of course-substitution is inappropriate for study abroad experiences that are documented on another U.S. institution's transcript. When a study abroad experience is documented on a foreign institution's transcript and when a course is preapproved for study abroad, it is an easier issue. When it is not preapproved (i.e., when a change in the preapproved course schedule is necessary), it is a time-consuming, back-and-forth process among the offices of Records, Registration, Admissions, and the Center for International Studies and Programs (CISP). Guests Jef Davis, Bill Countryman, and Sue Davis discussed the current study abroad processing system and their desire to come up with an easier, less time-consuming process. They felt that study abroad courses should be treated as transfer credit, and that the evaluation of foreign credit should take place in CISP rather than in either the Admissions Office or the Records Office, because splitting the job is a duplication of effort. The Deans gave their input on the CISP matters presented. The Deans' feedback will be incorporated into the proposal, and it will be taken to the International Advisory Council and then to the Academic Standards Committee of the Academic Senate.

## 6. Faculty Development

With reference to questions raised at the last general faculty meeting, Drs. Khawaja and Kasvinsky discussed how the initiative to enhance faculty development came about historically. Faculty development was actually part of college initiatives. The college initiatives for faculty development eventually evolved into the formation of the CATALYST program. Because of the last cycle of budget cuts, maybe it is the opportune time to look at faculty development from a college perspective. In many cases, reassigned time that deans allocate is for faculty development. Travel money centered in the colleges, as opposed to the departments, was originally bargained for as faculty development. Dr. Khawaja wants to give the deans time to think about the matter of faculty development from a college perspective. As part of the academic strategic planning initiatives, Dr. Khawaja said that Deans Council will devote some discussion time to faculty development in the next few weeks.

## 7. Youngstown Early College High School (YEC)

The matter of two students suspended from the Youngstown Early College High School (YEC) who are applying to attend YSU in the Fall after their high school graduation is going to be handled like that of a college student requesting reinstatement after suspension. The new student will be coming in under academic risk. The dean will be asked to approve admission. The student's load will be capped at 14 hours, and admission will be on a probationary status with 1 semester to satisfactorily progress. In the future, such students would be admitted to the "University College."

The YEC staff met yesterday to readdress the current policies and procedures regarding student life, attendance, dress, behavior and consequences, etc. The policies will be implemented next year. The YEC has been in existence for 4 years, and the personnel providing oversight of the program have changed several times during this period.

## 8. Policy on Banner Override

With the impending implementation of the new Banner Student Module, Deans Council began a discussion on how to manage the override capability—how it would be allocated and how we would limit its practice. The matter was discussed among the deans. Mr. Countryman, Interim Executive Director of Enrollment Services, cautioned against instituting more paperwork, giving the example of the incomplete grade forms that continue to increase each semester (a procedure that is supposed to be the exception, not the norm). Dr. Khawaja will have Cheryl Bosley, Coordinator of Academic Advising, meet with the academic advisors and formulate a draft policy on the override matter.

## 9. Old/New Business

Dr. Singler passed out a 2-page executive summary of the Distance Learning Report (see the attached). He will e-mail the full report to the deans. Dr. Singler reminded the deans to e-mail him a brief update on the status of their Academic Strategic Plan priorities by next Wednesday, 2-13-08, for inclusion in the report due to President Sweet on 2-15-08.

Marilyn Ward reminded the Deans to send in FY09 Lab/Materials Fee Change Request forms by Friday, February 8. The form is available at the Provost's website. The data must be entered in 2 places in the Banner system and once in M204, and there is a tight deadline. We must proceed quickly, because it will affect the accuracy of the students' bills.

Dr. Bowers announced the 3 meetings that the deans should attend with the HLC site team visitors: 2-18-08 - EASC staff meeting; 2-19-08 - Deans Council meeting; and 2-20-08 - Exit Meeting.

## 10. Adjourn

*Minutes submitted by Debbie Withrow*