

DEANS COUNCIL MINUTES

WEDNESDAY, March 19, 2008

1:00 – 2:55 p.m.

President's Conference Room

Attendees: Antenucci, Bosley (Guest), Bowers, Crist, Furnish, Hanson (Guest), Abraham, Kasvinsky, Khawaja, Kobulnicky, Singler, Ward, Yemma

1. Announcements

- (Crist) The Dana School of Music is hosting guest artist Slide Hampton as part of the Leonarda Legacy celebration; a concert will take place tonight (March 19).

2. Faculty Development

Following up on previous discussions, Dr. Khawaja asked about faculty-development activities within the colleges. Although the Division can offer some Division-wide activities—such as the upcoming sessions on teaching, learning, and assessment—he noted that college-specific faculty development is important. He asked whether a portion of contract-mandated reassigned time and/or travel funds has been targeted to support faculty development. The deans said “not yet.” He suggested exploring the possibility through the DACs and department chairs.

Mike Crist proposed a possible faculty-development topic to serve newer faculty: global/university-level expectations for tenure and promotion (as opposed to department- and college-level expectations).

Dr. Khawaja would like to organize a luncheon for new faculty from the past two years, to be scheduled for early to mid April. Send any suggestions to Dr. Khawaja. [**Note:** The luncheon has been scheduled for April 25 from noon to 2:00 p.m. in the Ohio Room.]

3. FT/PT Ratios (Singler)

Referring to previous discussions about full-time/part-time faculty ratios and to the attached report on Goal II.5 of the *Academic Strategic Plan*—distributed before the last Deans' Council meeting—Dr. Khawaja asked, “What measures can we implement this year? What measures can we look at long-term”? [**Note:** Goal II.5 states, “Address and improve the full-time/part-time faculty ratio, and improve the presence of full-time faculty members in the classroom.”]

Dr. Singler noted that we are collecting data on YSU's use of full-time/part-time faculty to teach remedial courses.

The Goal II.5 report recommends 3 options: hire additional (new-line) faculty; create a new category of faculty with higher teaching loads “to address the substantial responsibilities of remedial and

general education instruction”; reduce the workload of part-time faculty. It was noted that the proposed YSU/YSU-OEA *Agreement* does not establish a new category of full-time faculty.

Suggestions for Immediate Implementation

- Furnish: Proposal 6 (“Hire FT faculty as temporary sabbatical replacements or visiting professors”) could be done quickly.
- Abraham: Proposal 3 (“Offer low-enrollment courses less frequently”) could also be implemented quickly. Deans need to evaluate whether a college is offering courses with insufficient enrollment. Dr. Abraham said we should look at the issue “long-term” as courses are scheduled. Sometimes multiple departments offer similar courses; departments could offer students alternatives in other departments instead of offering low-enrolled courses. Dr. Khawaja said the deans of the former College of Arts and Sciences had a practice whereby chairs had to justify not canceling low-enrolled courses; other colleges have similar practices. Dr. Khawaja noted that colleges need to do this kind of evaluation.

Recommendations

- Abraham: Commit to adding x new-line faculty members per year for y years, with a reduction of part-time faculty. Marilyn Ward said we added several positions this past year, but a number of last-minute resignations canceled them out.
- Abraham and Singler: Table 2 in the report is a key factor. Student FTE increased (percentage-wise) more than twice as much as faculty FTE from FY 2001 through FY 2007. However, Dr. Khawaja noted, the student/faculty ratio has still gone down.
- Kobulnicky: Allocate some of the increased-enrollment revenue to support faculty hiring and some to support operational expenses.
- Khawaja: Allot funds in the next budget cycle to new faculty lines.

Dr. Khawaja has asked Marilyn Ward and Teri Riley to explore workload among the various colleges.

4. Summer Schedules

According to the summer policy established a couple of years ago (posted on the Provost’s web site), “to enable students to schedule the maximum number of hours as efficiently as possible with the fewest likely conflicts,” courses for the middle six-week session are “intended for teachers in the public schools”; that session “should not be used for regular undergraduate summer courses.” Courses in a variety of fields can serve teachers and those seeking certification. Departments and colleges have begun to submit forms for flexibly scheduled summer 2008 courses, and Dr. Khawaja will decide how we will handle the matter this year. [**Note:** Dr. Khawaja subsequently announced that **flex forms will be approved for remedial and prison courses, where justified; requests for other courses will be considered on a case-by-case basis. Flex forms must be submitted for any proposed flexibly scheduled courses.**]

5. Banner Override (Bosley)

Cheryl Bosley discussed the attached (3-19-08) draft of the policy titled “Academic Advisor Authority to Override a Course Restriction.” Nothing in the policy changes current practice. **Deans**

need to communicate the policy at the college level; the policy could be a topic for the next chairs' meeting. **Individual colleges should determine how advisors and faculty will document permissions.** The policy will be the first policy in the new advisors' handbook.

6. Class Cancellation

A class e-mail link in *Banner* permits faculty and department chairs to send an e-mail notifying students about a canceled class. Departments can start doing so this summer; in the syllabus, **instructors need to notify students that cancellations will be announced via the official YSU e-mail address.** Mass cancellations for weather will be announced on the web and via WYSU-FM. Paul Kobulnicky suggested marking the e-mail messages "urgent." **Deans should bring the issue to the attention of chairs.**

7. Chair Evaluations (Singler)

Eight department chairs will be evaluated this year, using the IDEA evaluation process—Jalali and chairs in their third year: Haynes, Jacobs, Kasuganti, Kohut, Jiang, Martin, and Mincey. With the IDEA process, a report goes to the chair, dean, and provost.

8. Budget (Ward)

- Marilyn Ward will send workload data for summer as soon as possible. Dr. Khawaja indicated that the summer policy in the proposed *Agreement* will be implemented this summer. The time and date on which contract calculations will be based is 8 a.m. on the first day of classes; contracts must be mailed to faculty the second week of classes.
- Budget reallocations and term renewals are due to the Provost's Office tomorrow (March 20); see Marilyn's e-mail messages dated February 21 and 28.
- Marilyn reminded deans that the lab and materials fund is controlled at the "Account" level. See her e-mail dated March 13.
- There are no indications of new money for next year. If we get any, it will likely be at the last minute. Let Marilyn know of any issues that you want to be addressed should new funding come through; the *Academic Strategic Plan* will be considered, of course.
- Spend any money you need to spend, soon. We don't know what the deadline for spending will be.

9. Old/New Business

Undergraduate Research

Peter Kasvinsky has sent the deans an e-mail about undergraduate research allocations. Marilyn Ward will put the awarded money in the college accounts.

OEA Contract

The joint committees completed the final review process today (March 19). The proposed contract was presented to the OEA Executive Committee. Tentatively, an open session for faculty is scheduled

for March 26, with the vote coming soon after. The Deans' Council requested a walk-through of the changes. Dr. Khawaja suggested that this happen immediately after ratification. This item will be on the agenda for the April 2 Deans' Council meeting unless the ratification has not happened by then.

Provost Search

The committee is calling references for seven candidates. The committee will then narrow the pool to five candidates and submit a list to the President. Final candidates will be selected for on-campus interviews.

9. Adjourn

Minutes recorded by Bege Bowers, Marilyn Ward, and Charles Singler