

# **DEANS COUNCIL MINUTES**

**WEDNESDAY, APRIL 2, 2008**

**1:00 – 3:00 P.M.**

**President's Conference Room**

Members Present: Abraham, Bowers, Davis (guest), Edwards, Furnish, Kasvinsky, Khawaja, Licata, Riley (guest), Singler, Ward

## **1. Announcements**

- (Edwards) The Provost candidates' interviews begin tomorrow, 4-3-08. If the deans are unable to attend the meeting of the Deans Council, they should plan to attend one of the other meetings.

## **2. Faculty Contract (Riley)**

Teri Riley, Director of Faculty Relations and negotiating team resource person, passed out a summary of changes in the YSU-OEA contract as they relate to the deans' roles (see the attached). The Deans Council gave input on some of the language in the contract (i.e., conference pay for graduate courses and the revision of the definition of terminal degree). Dr. Riley noted that the language can still be refined up until the time the contract goes to print. She asked the deans to e-mail her any concerns or language modifications. It was noted that the pre-tenure review of probationary third- or fourth-year faculty (reference Article 10) will be triggered at the department level. The pre-tenure review will be managed in the department, at the department level, not the Human Resources department. The chairs and deans must be vigilant in completing the review. Also, the summer teaching assignments referenced in Article 4 will be effective this summer semester.

## **3. Summer Schedules (Ward)**

Referencing the language for the summer teaching assignments in the new YSU-OEA faculty contract, Marilyn Ward stated that the enrollment census point will be 8:00 a.m. on the first day of each of the summer sessions. Marilyn Ward will e-mail soon a summer calendar of the timeline that will be in effect.

The deans agreed to attempt again to effectively communicate to the students the importance of registering for summer classes as soon as possible. Inadequately enrolled classes will be cancelled before the start date of classes.

Cyndy Anderson (and Jayne Caputo) joined the meeting to convey imminent concerns regarding several course changes that have not been finalized, because they are currently in the circulation process of the University Curriculum Committee. The data entry deadline to enter courses into the Student Module in Banner is next week. The Banner consultant recommended that the entry of those courses be delayed for a year. Dr. Anderson said Council needs to agree now to what

the remedy is for this technology-driven problem. After a lengthy discussion, and a review by the deans of the current circulation of course proposals (dated 4-1-08), it was decided to enter into Banner now the summer courses only and then subsequently remove those summer courses that are not approved by the University Curriculum Committee. Entering summer courses now will prevent the administrative action of unregistering and then re-registering students in the summer semester.

#### 4. Academic Standards/Admissions (J. Davis)

Jef Davis passed out a proposal to the Deans Council regarding the International Undergraduate Admission Policies Regarding English Language Proficiency (see the detailed attachment). The purpose of this proposal is to allow the acceptance of several other examinations of evidence of English language proficiency, because a number of other standard instruments have gained wider acceptance in the U.S. over the last several years. After much discussion, Dr. Khawaja stated that we need to provide Sue Davis, Office of Admissions, with any support she needs in making decisions about international admissions. The deans agreed that Ms. Davis has the freedom to consult with whomever she feels she needs to in order to make the best admission decisions. Jef Davis said the next step will be to take this issue to the Academic Standards Committee.

Dean Joseph Edwards stated that there are already 3 time-consuming issues before the Academic Standards Committee: all grades counted toward a major or minor shall be grades of C or better; guidelines on accepting course credit from non-accredited institutions need to be clarified; and OBOR's Paula Compton has stated that developmental courses shall not be counted for degree credit nor as electives toward degree requirements.

At the next Deans Council meeting, Jef Davis, CISP director, will give a year-end status report on the center's staffing issues, scholarships, and international admissions. In the future, Paul Kobulnicky, Executive Director, Maag Library, will give a year-end report on the library.

#### 5. Status of Searches – F&PA, BCHHS, Chair Sabbaticals

1) The F&PA Dean Search Committee will meet on Monday, 4-7-08, to discuss the status of the search. 2) The search for the Dean of the BCHHS is in process of formation--a search committee should be constituted within the next 10 days or so. 3) Three chair sabbaticals were approved for the upcoming academic year: 2 in STEM, and 1 in CLASS. An acting or interim chair will be appointed in each department.

#### 6. Old/New Business

Dr. Singler stated that the deans should have received by e-mail the IDEA feedback system's survey for chairs this past Monday, 3-31-08. The timeline will run until April 17. Subsequently, in 10 days or so, survey information will be sent back to the chairs and deans of the appropriate college, and the Provost will receive those results also.

The method by which students will be notified in the Portal system when a class is cancelled will be reported to the chairs at the Academic Chairpersons' Meeting on 4-8-08. The class

cancellation policy and the employee responsibilities in any given situation were discussed. Dr. Khawaja said faculty and chairs share responsibility for notifying the students of a class cancellation. However, the chairs as administrators are responsible for seeing whether the class can be covered (held) and for making sure that students have been notified in case of cancellation.

## 7. Adjourn

*Minutes submitted by Debbie Withrow*