

DEANS COUNCIL MINUTES

WEDNESDAY, FEBRUARY 18, 2009

1:00 – 3:00 p.m.

President's Conference Room

Members Present: Abraham, Bowers, Edwards, Elias, Furnish, Kohut, Ginnetti, Kasvinsky, Khawaja, Koblunicky, Singler, Ward

1. Announcements

(Koblunicky) Four candidates for the dean of F&PA will be visiting campus during the next two weeks. Everyone is encouraged to come to the open meetings. There is a good pool of candidates from different disciplines.

(Ward) Marilyn distributed the status of the colleges' current general fund and lab and materials fees budgets. She asked that the deficits be cleared by the end of February, because it is hard to get a clear picture and analyze the division's budget otherwise. Let Marilyn know if any problems exist. Yesterday, Marilyn sent (to the deans only) information about term faculty requests for renewals. The deans need to set deadlines for submission from their chairs. The Provost's Office deadline for renewals is March 15, 2009.

(Ginnetti) Regina Rees received the Outstanding English Educator Award from the Ohio Teachers of English Language Arts. She is a member of the BCOE Teacher Education Department and coordinator of the middle school program.

(Abraham) On February 20, Tim Ryan will present a \$1.6 million check, at 10:00 a.m. in the Jones Room, for the establishment of a National Defense Center of Excellence in Industrial Metrology and 3D Imaging headquartered at YSU.

(Furnish) The History Department has received a gift of \$15,000 to support the department's association with the Ohio Historical Society. Also, YSU is joining in partnership with CSU, KSU, and UA to provide instruction in critical and lesser taught languages in cost-effective ways through distance learning.

(Khawaja) President Sweet was in Columbus yesterday and came back with the news that the internship initiative remains intact, and there is a considerable amount of excitement about the project. Dr. Sweet said we need to make sure that YSU has an institutional picture of what we are doing (our footprint). Drs. Licata and Singler are collaborating on this matter, and every dean should get on board with an institutional and college picture in line with our defined mission. Dr. Abraham has been in contact with Kent and Case, and they have been working on a consortial submission. Also, STEM and WBCA are partnering. Dr. Khawaja also noted that bids for the new WCBA building came in well under what was proposed.

2. Evaluation – Chairs/Deans

The IDEA Center evaluation process that was initiated a couple of years ago will be used again this year to evaluate the deans and chairs. The format will be the same as was used during the last round of evaluations. Martin Abraham, Shearle Furnish, and Paul Kobulnicky will be evaluated this year.

Eight chairs were evaluated last year using the IDEA Center feedback system. The process is as follows: The person to be evaluated writes a summary of what their job is about and what their objectives are. This information is forwarded to the IDEA Center. The survey questions are posted to the website at ideacenter.org. Dr. Singler said he will generate an e-mail list of who will be doing the rating. Regular reminders for those that are participating in the rating are sent by the company until the due date. At that point the idea center summarizes the data and sends the information back to Dr. Singler, who will pass it to Dr. Khawaja. There is very deep confidentiality with this process. Correct e-mail addresses are critical, because there is a \$50 charge for each incorrect address.

3. Program Review Cycle

Dr. Khawaja hopes to establish a program review cycle soon. Dr. Bowers said that the cycle in the past has varied over the years. For a number of years, each program was reviewed every 5 years. Every department performed a program review in preparation of the Higher Learning Commission accreditation in 2008. A discussion of the review cycle followed. After agreeing that it may make sense to time the review in some way with program accreditation, Dr. Khawaja suggested that the deans send him a proposal of when they would like their reviews to be performed, and the Provost's Office will develop a college scheme. The deans are to send proposals to Bege Bowers and copy any one of the Provost's staff.

4. Faculty Assignment of Non-Teaching Duties Form (Ward)

Marilyn Ward distributed a copy of the back of the non-teaching duty form (alternative time). The Provost's Office proposes to add a couple of categories to better track some of the alternative time. Currently, 10 categories of alternative time are used for tracking the type of hours. The Provost would like to add 2 more categories that would: 1) identify reassigned time granted as match for outside grants, and 2) track hours for delivery of distance learning courses, as well as for the preparatory time for DL courses that will be offered in the future. Thesis hours were discussed also. It was noted that Article 13 of the contract is still being negotiated through an MOU.

5. Summer School Scheduling (Khawaja and Ward)

Dr. Khawaja inquired about how the modified summer schedule was going. A couple of the deans said that the chairs cut their own additional course for the sake of the faculty and were to be commended for that action. The chairs and faculty were very cooperative. Fewer courses are available, but the major and upper-division courses were preserved. The chairs deserve a note of credit.

6. Report on Federal Set-Asides (Kasvinsky)

Dr. Kasvinsky distributed the rank-ordered list of Legislated Set-Aside Requests 2009 (see the attached). The list was sent to Barb Ewing and Charlie Wilson. Dr. Khawaja said the list was well received. The requests are part of our institutional priority.

7. Instructional Equipment – Review College Requests

The deans discussed at length their instructional equipment request submissions. Dr. Khawaja indicated that 10% of the total will be held centrally within the Provost's Office. Dr. Khawaja indicated that his desire is for the deans to look at their own request and all of the others and try to see if any collaborations can be constructively partnered to come up with an equitable plan that comes as close as possible to funding what is most needed by everyone. The deans should inform Dr. Khawaja of their recommendations by the middle of next week (3-25-09); and he then will let the deans know if the problem is solved. Otherwise, Dr. Khawaja will come up with a plan for the requests.

9. Old/New Business

For the All Faculty Meeting on February 26, Dr. Khawaja requests that each college give a short report to the faculty on their colleges, and that brief reports on the dean searches be given. Nate Ritchey will report on the Task Force for Student Success. The Task Force has been asked to look at the report on the University College.

Dr. Khawaja will ask Mike Hrishenko to report to Deans Council regarding the status of the distance learning initiatives.

Jefferson Community College will be taking the lead position as the head of the community college. Subsequently, Butler County Community College's leadership visited YSU and is interested in collaborating in the areas of Business and STEM, and possibly other areas. The deans are encouraged to move forward if they are interested in BCCC's programs.

Dr. Khawaja said that Events Management would like the afternoon graduate ceremony of Spring Commencement to be held in Beeghly Center on campus instead of Stambaugh Auditorium. There were no objections.

10. Adjourn

Minutes submitted by Debbie Withrow