

## DEANS COUNCIL MINUTES

WEDNESDAY, NOVEMBER 4, 2009

1:00 – 3:00 p.m.

President's Conference Room

Members Present: Abraham, C. Anderson (guest), Bowers, Bramlett (guest), DePoy, Furnish, Ginnetti, Kasvinsky, Khawaja, Kobulnicky, Licata, Maraffa (guest), Mistovich (guest), Mosca, Singler, Ward

### 1. Announcements

(Khawaja) The Human Resources Search Committee is bringing in a 5<sup>th</sup> candidate.

(Khawaja) Dr. Khawaja announced the recent birth of Dean Bryan DePoy's daughter and congratulated him and his wife.

(Khawaja) Job reclassification continues. Dr. Khawaja has talked with the deans one-on-one about positions that need to be re-reviewed and resubmitted.

### 2. Enrollment Management (C. Anderson)

Dr. Khawaja said that questions about YSU's overall objectives and policies related to enrollment management arose in Deans Council's recent discussion about SOAR with Student Affairs' personnel on October 21. Council had indicated the desire to move SOAR attendance earlier to discourage late arrivals; to hold to admission deadlines; and to encourage students to register earlier. Dean Council asked whether the goal of the university is to maximize enrollment, or to optimize the success of the students enrolling. Dr. Khawaja said there is urgency to define where we want to be institutionally. We need clarity so that we can focus our energies on maximizing the objective, as we define other issues needing attention. If there is a change in policy or objectives, we need to define how we'll operate. Dr. Anderson said she believes that's why she was invited today—to address exactly those kinds of issues—and said that they should be discussed in an Enrollment Management Council (EMC). The Council should be reconvened with a smaller number of members. Dr. Anderson also stated that Student Affairs implements what's brought forward from Academic Senate and Deans Council.

Dr. Maraffa said that the goal during many of the last years was to maximize enrollment. He stated that we may have to adjust our operations due in part to the subsidy and accountability paradigms based on factors such as course completion. He said that perhaps what is missing is consistency of application of rules and procedures. We may be an open-admissions University, but some colleges are very liberal about policies and others are strict. We need better adherence to our warning, suspension, and probation standards. We have to have consistency of practice.

Those are the things that Dr. Anderson would like to call the group together to discuss. More issues can be added as they come forward. Dr. Khawaja will supply a name or two for the EMC and a focused question about where the group might begin their discussions.

### 3. APAS Contract Flex Time (M. Bramlett)

Martin Bramlett came to Council to walk through the APAS contract provision that includes flex time. The contract clearly gives the administration the right not to initiate flex time if administrators have concluded that it will not work in a particular area. There are 2 options for flex time. Option 1 allows different start and quit times on days of the work week—longer hours one day and shorter hours another day, but the bottom line is a 40-hour work week. Option 2 is a compressed work-week arrangement. One example of this arrangement would allow one person not to work on Monday and the other person not to work on Friday. Both would get a 3-day weekend and work four 10-hour days per week. Lunch is ½ hour in duration. If a holiday falls within the week, the employees revert back to the old 8-hour-per-day, 5-day-per-week schedule. A uniform and consistent manner of execution of the policy within a department is key. The provision states is that if flex time will be practiced, HR must be notified of the arrangement. HR wants to keep tabs on how many different arrangements there are on campus.

Martin Bramlett said he thinks the flex policy is great as long as it works toward the benefit of the institution and the employee in a win-win way. If it is determined that a flex schedule is not working and adversely affects our ability to serve students, then the answer should be no flex time. It might be best for areas to have a 3-month trial basis to see whether flex time works.

### 4. Program Development Plan: B.S. in Dental Hygiene (J. Mistovich and M. Haggerty)

Chair Joseph Mistovich, Health Professions, presented the PDP for the B.S. in Dental Hygiene to Deans Council; Professor Haggerty was out of town. There is a desire to transition to a 4-year dental hygiene program. Dental hygiene is one of the top 10 fastest growing fields. There is such lack of access to dental care in rural and underserved areas that there is a movement to increase the scope and focus of the practice of dental hygiene. Another compelling reason for the program is that the majority of students spend 3 to 4 years in a demanding curriculum to get a 2-year associate degree. (Please see the attachment for further details.) Much discussion and questions followed from Deans Council. Bege Bowers and Joseph Mistovich will get together to discuss the next steps to proceed with the plan.

### 5. Budget (M. Ward)

Marilyn asked the Deans to remember to check the due date reminders at the bottom of the Deans Council agendas.

Marilyn produced her end-of-month budget report and noted there is still a lot of red that needs to be cleared up by the departments. Dr. Khawaja reminded the deans that there is a tactical issue to keeping budgets in the black. Budgets have been swept unexpectedly by the Budget Office—an example is the recent sweep of the phone budgets. Budgets must be realigned each year to align with your spending needs.

## 6. Department Goals/Objectives (B. Bowers)

Bege Bowers has received about half of the departmental goals and objectives reports that were due last Friday, 10-30-09. She and Dr. Khawaja have determined two possible next steps: Should the departmental reports be discussed in the Deans Advisory Council, or with the chairs? Either way, the colleges should be discussing the departmental goals and coming up with parameters about how the goals fit within their college's goals. Dr. Khawaja suggests that the deans create a grid like that of Dean DePoy's document, and add a column where one could indicate at the end of the academic reporting time to what extent the goals were achieved and what might remain to be done.

Dr. Khawaja added, to put in context, that all programs were reviewed in 2007. On a trial basis, we are replacing the five-year program reviews with an annual planning and reporting process. Dr. Bowers said this planning-reporting document will become a major part of the longer annual report. Dr. Khawaja asked the deans to meet with the chairs at the department level and send the Provost's Office a copy of the grid, and we will collate the input into a document. At some point, Dr. Khawaja must give a report to Cabinet.

## 7. Old/New Business

Dr. Khawaja asked for comments on the University Guidebook policies currently under review. Dr. Furnish commented that the Web Management policy looked very slender. Dr. Khawaja asked the deans to look at the Request for Names/Addresses policy to see if any parameters have an impact on them—it doesn't indicate that one can remove his or her own name. Also look at the Employee Assistance Program policy and the referral aspects.

## 8. Adjourn

*Minutes submitted by Debbie Withrow*