

DEANS COUNCIL MINUTES

WEDNESDAY, NOVEMBER 19, 2008

1:00 – 3:00 P.M.

President's Conference Room

Members Present: Abraham, Bowers, Gergits (guest), Elias, Furnish, Hrishenko (guest), Khawaja, Kobulnicky, Singler, Stringer (guest), Ward

1. Announcements

(Kobulnicky) F&PA Dean search update: The soft deadline for applicants has been reached, and 34 applications were received; 6 to 8 did not meet the minimum qualifications. The committee will meet on Monday (11-24 -08) and look at the candidates. The committee's business is pleasantly ahead of last year's curve.

(Furnish) BCHHS Dean search update: The ad for the dean's position will appear in the next *Chronicle of Higher Education*, and is probably on the YSU website now. The soft deadline is December 12. On December 15, the committee will begin serious consideration of the applications.

(Abraham) The STEM College's Center for Transportation and Materials Engineering had a successful visit with representatives from the Department of Transportation. The Federal DOT was very favorably impressed with the Center. There was a nice turnout of community support.

(Elias) One hundred percent of the students who took the nurse anesthetist and registered dietician exams passed.

(Bowers) Teri Riley sent an e-mail indicating that a number of departmental governance documents have not been updated annually, and a faculty member plans to file a grievance. Dr. Khawaja stated that updating the documents should be on the yearly agenda of all departments whether the governance document requires changes or not, in which case the documents simply could be codified. The matter is a required obligation as noted in the faculty contract. The Provost asked the deans to have conversations with their chairs. Teri Riley needs a list of the last update of each governance document. Please send it to the Provost, and copy Teri Riley.

(Khawaja) Good news! There are 0 faculty grievances, and it would be good to maintain that level.

Deans Council discussed the proposed Schedule of Operations and the dates at which the schedules go from the chairs to the deans and deans to the registrar—all are due on the same date. It is hard for some departments with multiple programs to meet that deadline. The deans would like there to be a stated, staggered deadline from the chairs to the deans and the deans to the registrar. A discussion of making course schedules 2 years in advance followed, and the deans aired their concerns. Discussions of compiling semester course schedules 2 years in advance and the posting process (rolling) of schedules in *Banner* followed, and the deans aired their concerns.

2. Classroom Upgrades (M. Hrishenko)

Mike Hrishenko announced that Media and Academic Computing (MAC) hopes to finish outfitting 4 classrooms over the winter break (see the attached handout). The operative procedure used to decide which classrooms will get technology upgrades is those classrooms used by multiple departments and colleges. MAC looked at where most mobile technology deliveries are made, and WB 2000 and WB 1111 qualified. Eight additional rooms will be upgraded and funded within the FY 2009 budget. Deans Abraham and Elias said that their upgrade requests were not in the list. Mike Hrishenko said to send their requests directly to him, and he will incorporate their requests into the list. Hrishenko stated that upgrades for 30- to 40-seat rooms are \$10K per room, and \$60K to \$85K is the typical expense for an IDL room update.

Drs. Khawaja and Singler will take a look at the report and the college requests before action is taken.

3. College Fees

Deans Council had a lengthy discussion about putting together a suitable proposal on the college fee concept. Dean Abraham revisited looking at the college fee levels and thought sophomores and above should pay a college fee, because sophomores, in addition to associate degree students, are clearly intending to major in a STEM discipline and are afforded opportunities to use equipment the college provides. BCHHS also agreed that associate degree students should be included in paying a college fee. In moving forward with the college fee proposal, Dr. Khawaja said that we will now proceed with looking into the reduction or elimination of course fees for selected courses.

Dr. Bowers commented that she and the Provost were part of the IUC Provosts' conference call this morning. Bruce Johnson from the IUC was predicting statewide higher education budget cuts of 5 to 10 percent. Five universities already have instituted hiring freezes.

Dr. Khawaja said he will look at finalizing the BCHHS college fee concept with Interim Dean Elias, and welcomes input from Deans Council.

4. College Report from BCHHS (J. Elias)

Interim Dean Elias passed out a detailed Program Development Overview of the Bitonte College of Health and Human Services (see the attachment), and went over the information at length with Deans Council members. Dr. Elias also related that she did an analysis of the department operating budgets for student supplies, based on FTE. She said that the budgets make no sense as related to student enrollment. Some departments have a \$60 budget and some have \$500. Many departments have hugely increased in student enrollment without any increase in funding. One department has 465 majors and \$2,000 in supplies.

Dr. Khawaja said the information on the BCHHS was very helpful, and it would be good for the other colleges to present a program development overview every few months. The STEM College will be next, followed by CLASS. The School of Graduate Studies and Research will also present an overview.

5. Instructional Equipment (M. Ward)

Marilyn Ward passed out information on the funds recently approved and available for purchasing instructional equipment (see guidelines: http://regents.ohio.gov/capital/forms/INDP_Guides_09.pdf). College proposals are due by the end of January. Marilyn stated that FY 2003 – FY 2004 (biennium) funding was just now closed, so the funds don't have to be spent by the end of June. Dr. Licata mentioned that the budget for the new business building includes no equipment other than multimedia, so she is banking the instructional equipment funds as long as possible. Marilyn noted that maintenance agreements on equipment are not an approved expense, such as when computers are purchased.

6. Assessment (S. Stringer and J. Gergits)

Sharon Stringer passed out the Detailed Progress Chart on Assessment Plans and Reports (see the attachment). The chart provides an update on the submission status of program/degree assessment reports as of Monday, November 17, 2008. Every program requires a program report, and the yellow highlighted portions designate departments that offer general education. Sharon Stringer and Julia Gergits are planning to meet with each of the deans to give a detailed status report for their college. Julia Gergits said the return rates have not been good--not any better than last year. Julia asked the deans to prod chairs to prod their faculty or assessment coordinators to turn in their assessment reports. Dr. Khawaja suggested that perhaps some of the stellar reports could be used as an example to help facilitate completion of program reports.

7. Old/New Business

Dr. Khawaja stated that the supplemental pay proposal is going to the Board of Trustees for approval, so he wanted to make sure everyone has had a chance to review it.

Dr. Khawaja shared a current discussion from the President's Cabinet meeting. Some YSU employees were surveyed about whether they would support closing on December 24, 31, and Jan 2, to provide the option of a longer holiday weekend. Seventy-five percent of the respondents strongly supported the idea. This idea was being packaged so that the lack of office staff over the holidays could be managed in a coordinated manner; it would be acceptable but not required for offices to close. Managers would implement the operations of their offices. The idea is in the discussion stage. (See the subsequent MyYSU Personal Announcement e-mail of 12-1-08—subject: Holiday Schedule.)

8. Adjourn

Minutes submitted by Debbie Withrow