

# DEANS COUNCIL MINUTES

WEDNESDAY, OCTOBER 21, 2009

1:00 – 3:00 p.m.

President's Conference Room

Members Present: Abraham, Beatrice (guest), Bowers, DePoy, Egleton (guest), Furnish, Ginnetti, Herman (guest), Kasvinsky, Khawaja, Kobulnicky, Licata, J. Mosca, Riley (guest), Singler, Ward, White (guest)

## 1. Announcements

(Furnish) Pending successful negotiations, YSU will become the local site manager for the Youngstown Center for Labor and Industry (Steel Museum). Dr. Khawaja noted that Dr. Furnish is the YSU point person for the negotiations.

(Kobulnicky) Maag Library is preparing to change its circulation policies. In December, everything will be lent on term loans with a common due date at the end of the term. Let Paul Kobulnicky know if Council hears concerns about the policies.

## 2. SOAR (Tysa Egleton, Jeanne Herman, and Jonelle Beatrice)

Due to the discussion at the last Deans Council meeting about the SOAR calendar, Tysa Egleton, Jeanne Herman, and Jonelle Beatrice, Student Affairs Division, were invited to attend Deans Council. Dr. Licata opened the discussion by asking whether holding so many SOAR sessions in August instead of offering them earlier in the summer is in YSU's and our students' best interests? A message should be sent to prospective students and their parents that registering as early as possible should be a priority. YSU should create a better college prep experience by encouraging students to come through the SOAR program rather than not attend SOAR. YSU's overall interest is to determine what we can do institutionally to help strengthen our image academically.

Tysa Egleton stated that orientation events are a reaction to student admissions, and SOAR sessions are planned around the Office of Admissions' deadlines. The admission deadline is August 15, and people who apply in August are accepted in August. The last 300 students who meet the deadline are handled by phone to get them processed. However, students are usually accepted after the August 15 deadline also.

Jonelle Beatrice felt that many August admits are 1<sup>st</sup> generation students not understanding the process. She also said that 54 of 520 conditionally admitted students attended SOAR in June and July 2009. She tracked students coming to SOAR through August in 2007-2008, and we typically lost 29 percent of late and final students. The June and July students have the best retention.

Jeanne Herman stated that new students are not permitted to register if they don't attend SOAR. They are put on "hold" to them to prevent them from registering. However, if someone releases the hold, a student can register.

Dr. Khawaja said that the challenge before us is how we might incrementally change the culture for the population that is coming here. How do we change our process so that there is a commensurate change in behavior, without destructing the processes in place? We cannot keep doing the same things and expect things to change. How should we engage ourselves in an activity that would lead us to a different place? Perhaps the admission deadline needs to be moved to an earlier date.

Tysa said that we will lose enrollment if we enforce an earlier deadline. Jonelle said that we can move up SOAR dates and not publicize August SOAR dates, as suggested. Changing the SOAR schedule will make more work now, but in the long run it is the only way to change the current culture. Tysa said her office does a lot of outreach with the high school counselors, so the information can be communicated then. Student Affairs also can contact local schools with the SOAR dates. Perhaps the parents can be equally better informed.

Dr. Bowers interjected that we need a way to follow up on our retention. Of those admitted in FY 2002, only 34% graduated in 6 years. Only 12% of minorities graduated in 6 years. That is an abysmal record.

Dr. Abraham said if you hold people to standards and make them do the right thing, you'll see enrollment go down in the short term, but it will go up again. He felt that the message should be that YSU is concerned about our students' success; a student might need to wait to come in January, when there is enough time to get admissions and registration done properly. Student success is doubly important because the state is measuring retention and degree completion. If our goal is to have students succeed, let's make a policy that overrides are not permitted for late admits, create a mechanism for late admits to be handled in a central way, and create some process and policy that says students must go to SOAR to get registered. At SOAR, students can be tracked into the right courses if they are accepted for admission by a certain time. Dr. Khawaja said the formation of a University College would help with these issues.

Holding remedial courses of 8 to 12 weeks in October might be a good idea for January enrollees. The tuition billing cycle was also discussed. There is a need to have one deadline for the payment of tuition so that students do not wait to register. Also, some schools have late fees that act as incentives to register early.

Dr. Khawaja said that the task before us is more complex than simple. We would certainly like to see a repositioning of the SOAR dates. He asked that Student Affairs bring a formal reminder if there is anything needed from Academic Affairs, and we welcome suggestions also. Tysa said that her office will work on setting orientation dates soon. Dr. Khawaja thanked the guests and said that Council will proceed from here on the matter.

### 3. Guidelines for Preparation of Departmental Governance Documents—YSU -YSU/OEA Agreement 9.3 (T. Riley and N. White)

Dr. Nancy White said that last year in early fall, issues arose regarding departmental governance documents in the STEM college. Gabe Palmer and Teri Riley informed departments about turning in governance documents in a timely manner. Dr. White said that in her conversations, she found that the biggest problem was an unawareness of what goes into a governance document. She read all 36 departmental governance documents and found that there were very good and very poor documents. Dr. White passed out a template to follow to produce a reasonably sound governance document. Dr. Riley added that basically the template is Article 9.3A of the YSU - YSU/OEA faculty bargaining unit Agreement. Dr. Khawaja stated that the governance document has to be developed at the department level but it needs the dean's approval. The chairs must convene the department members and discuss policies and develop the document. If a final document cannot be agreed upon and approved by the dean, then a meeting with the department and dean can be requested, and Drs. White and Riley can attend to offer suggestions. Documents should include a yearly date when the governance document will be reviewed, and language in the department documents should not conflict with language in the YSU - YSU/OEA Agreement. Dr. Khawaja stated that if this template is followed and meets the approval of the dean, then faculty will also be helped by not having unsupportable expectations.

Dr. White will wait 48 hours for comments from Deans Council members. She then will send an electronic copy of the template to the Deans.

### 4. Policy Review

YSU University Guidebook policies are currently being reviewed throughout this academic year. Policies that are revised or new are presented for approval at the quarterly Board of Trustees meetings. Dr. Khawaja would like Deans Council to review the Academic Affairs' policies and other policies that may affect those in the Academic Division, noting that not every policy will be changed. See the attachment for the list of policies slated for review at the December meeting. Jan Schnall, currently working for the President's Office on the Guidebook policies, joined Council for several minutes and answered a few questions about the process.

### 5. Update on New Program Approval Process (B. Bowers)

Dr. Bowers updated Council about the new templates for the undergraduate program-approval process from Columbus, effective immediately. The process is still in beta testing. There are huge changes in the application process, and there will be more changes over the next few months. For those with proposals currently being prepared, she noted that the program-proposal template is 29 pages long and requires many pages of attachments. Bege will update the Academic Programs Committee and other committees on the process. Full electronic copies must go to the Ohio Board of Regents (OBOR) with every program proposal. Links cannot be sent; documents may be placed on a DVD. The University will not change its internal forms in the immediate future, but all proposals sent to OBOR must conform to the new template.

There is also a new OBOR template for submitting a letter of intent to create a proposal. Both templates are available at <http://www.ysu.edu/provost/forms.shtml>. Contact Bege if you or one of your departments wish to propose a new undergraduate program.

## 6. Report (C. Singler)

A committee is working on an update of the part-time faculty manual. The last document was updated in 2000. Because the issue has been put on the fast track, Dr. Singler will send a draft to Deans Council for review and subsequently will send it to departments for input also.

Another committee is working on a handbook of Academic Division Policies, and the project continues to be a methodical work in progress.

## 7. Old/New Business

The STEM and CLASS College fee proposals will be brought to Cabinet, and the plan is to include the college fees as part of a Board of Trustees committee agenda.

Dr. Abraham mentioned that classified staff have complained to Materials Management that tasks that were performed centrally (by Purchasing) are being distributed to the departments. Dr. Khawaja said that he is not defending the manner in which the E-Cube system was introduced. However, in reference to the position audits of the classified staff, one cannot, on one hand, take a position that a departmental support person has to be upgraded to an Administrative Assistant I or II and, on the other hand, say such tasks as E-Cube are outside of one's responsibility.

Dr. Singler is reviewing reassigned time for faculty. Several people have remarked to Dr. Singler that across the colleges, tasks assigned are not commensurate with the hours awarded. There is a need to allot appropriate time for tasks assigned. A report must be submitted at the end of the task to the Dean and forwarded to the Provost's Office. Dr. Khawaja asked the deans to look at the workload policy in the faculty Agreement when they get a chance.

The Academic Affairs Division website shortly will be converted to the current University website format (note: the conversion has taken place). Send Bege Bowers an e-mail ([bkbowers@ysu.edu](mailto:bkbowers@ysu.edu)) if you have trouble locating information on the Provost's website, and she will assist you.

Marilyn Ward gave the deans a summarized list of teaching assistants for 2009-10 (attached), including a reminder of their allocation.

In September, the Board of Trustees approved rolling forward the 2009 materials/lab fee balances. If the deans plan to use the fees, they should submit workplans, cost estimates, and timeframes.

Academic Affairs jump-started the hand-sanitizing plan. Hand sanitizers are being installed near elevators. Janitorial services will fill and monitor the sanitizers.

Teri Riley and Marilyn Ward are progressing on the auditing of workload. Also, Marilyn Ward is working on a form to facilitate change requests sent to Jayne Caputo for entry into Banner.

Four candidates for the Chief Human Resources Officer position will be on campus during the last week in October, so Deans Council should plan to attend the interviews. Two candidates will be interviewed simultaneously on Friday, October 30, 2009.

The Annual Research Recognition Luncheon held by the School of Graduate Studies and Research will be on Wednesday, 11-4-09, in the Ohio Room, KC.

8. Adjourn

*Minutes submitted by Debbie Withrow*