

DEANS COUNCIL MINUTES

WEDNESDAY, NOVEMBER 5, 2008

1:00 – 3:00 P.M.

President's Conference Room

Members Present: Abraham, Edwards, Elias, Ginnetti, Kasvinsky, Kestner, Khawaja, Kobulnicky, Licata, Maraffa (guest), Singler, Ward

1. Announcements

- (Edwards) Friday evening, November 7, 2008, the *Madame Butterfly* opera will be professionally staged with an orchestra. This is the one opportunity a year that YSU puts on a full production at Stambaugh Auditorium.
- (Kestner) The Jambar staff recently traveled to a student publication conference, and the *YO* Magazine* won the Best in Show prize by the Associated Collegiate Press at its fall 2008 Convention in Kansas City.

2. Staff Report (Ward)

For clarification purposes, Marilyn Ward said that when the workload reports were run, it appeared that there were no missing instructors. However, after reviewing the data, it was discovered that when Institutional Research (IR) designed the report, if a course had no instructor (on the 14th day), it wasn't listed in the report at all. IR ran a report today, 11-5-08, and there are 67 courses with no instructors. The majority are from Music and will be taken care of separately. (Music has over 300 1-on-1 classes. They need to get at least one person's name on the system. When all teachers are agreed upon, enter their names and then decide how many hours they will get later. Dean Edwards will follow up on this matter.) Marilyn has sent out the list of other courses with no instructors to the chairs, and copied the deans.

Marilyn explained that having no instructor entered compounds the problems for our office. Departments may think they have all their instructors entered and completed, but are missing one instructor. If you multiply that one missing instructor by 36 departments, that is the beginning of the problem, with 36 missing instructors. So Marilyn stresses the importance of the timing— instructors need to be entered in *Banner* by the 14th day so this does not happen again.

Marilyn passed out individual reports to each of the deans regarding the 41 graduate Research Assistant (RA) appointments for the summer term only. Dr. Kasvinsky said the initial appointment letters stated that any overages in the RA budgets become the responsibility of the departments. Some departments may have not terminated the student at the end of the summer. If department budgets have student employee money, the overage could be covered by those funds. At the request of the deans, Ms. Ward will provide information on the names of the responsible faculty. The deans should ask the department for funds to cover these costs since it

is the departments' responsibility to maintain these costs. If departments are over-expended and have no funds, they must come up with a plan. Marilyn said on the off-chance that these students have been switched to another funding source, then the paperwork for the transfer needs to be done now.

Dr. Licata expressed her concern that the fringe rate change that went into effect in July was not communicated to staff. Dr. Licata should call Beth Kushner if there is a question on a grant, because Dr. Kasvinsky indicated that the Grant's Office is trying to take care of those overages centrally. Dr. Khawaja felt that the budget area should call a meeting and communicate with all grant holders.

3. College Fees

Dr. Khawaja stated that he introduced only the concept of college fees to the Board of Trustees at the last Finance and Facilities Meeting. Dr. Khawaja asked Deans Council to continue to look at the college fee proposals and modify or refocus them if needed. It was agreed that the proposals would be structurally similar, but the amounts could be vastly different. The college fees likely will target upper-division and associate degree students. When the college fee proposals are ready, Dr. Khawaja is prepared to take the proposals to Cabinet and move forward on the college fee concept. The Provost asked the deans to put this issue on the fast track and circulate their ideas electronically for comments.

4. 14th-Day Withdrawal

Last year, the Board of Trustees changed the date of partial or complete withdrawal with a full refund from the 14th day to the 18th day for this academic year. The deans discussed the issue, and agreed that they prefer the 7th day to the 14th day, because the 7th day would be aligned with the last date for adding a class. However, they stated that they could live with the 14th day, since it has been the historical practice. The deans will look at the 7th day as the last day to add/drop/withdraw, as YSU looks at tightening up admissions standards in the future.

5. Institutional Response Accountability Projections (Khawaja and Maraffa)

The deans worked on the University System of Ohio's Accountability Measures table requested by the state. (The 2 attachments were e-mailed previously to the deans on 11-3-08.) The Council discussed at length their best estimate of projections to be entered in the 2017 YSU Goal column. The deans dealt only with the goals that they felt they were able to project. Dr. Khawaja will bring Council's aspirations and viewpoint to the Board of Trustees and other constituencies. If the projections stated today are not fully supported, the numbers can be modified accordingly. Dr. Khawaja will provide the summary to Dr. Maraffa.

6. Supplemental Pay (Kasvinsky)

Dr. Kasvinsky passed out a very rough draft of a supplementary pay policy [note that the attachment is the final version that was received on 11-13-08]. This draft policy basically defines what supplementary pay is as it relates to faculty, and only refers to his area of

responsibility related to grants and sponsored programs. The deans discussed the draft and made several suggestions. Dr. Kasvinsky will e-mail to the deans any updates for comments. The updated policy will be presented at the upcoming BOT committee meetings.

7. College Report from BCHHS (Elias)

This item was deferred to the next Deans Council Meeting.

8. Outside Consulting Forms

Dr. Khawaja asked the deans if they had any preference whether Human Resources sends out individual letters or an e-mail requesting chairs and faculty to report on their outside consulting. Since HR tracks this information, electronic delivery would not be an issue.

9. Old/New Business

Dr. Khawaja wished to announce that the meeting of all faculty that is usually held at the beginning of the spring semester will be delayed for a number of reasons, including his proposed absence in January. By February, there should be some significant development on the Centers of Excellence matter. Therefore, **the next All Faculty Meeting will be held on Thursday, February 26, 2009, at 4:00 p.m. in the Chestnut Room, Kilcawley Center.**

If the deans have something from their colleges or school that could be part of Dr. Khawaja's staff report to the Board of Trustees on December 17, 2008, communicate that information to him (ikhawaja@ysu.edu) and copy Debbie (dlwithrow@ysu.edu) a few days before the meeting. This should include any significant divisional information such as major grants received or staffing.

Dean Edwards passed out the attachment to share new business from the Academic Standards Committee regarding the language for final approval by the Academic Standards Committee on the GER and a second degree (see the attachment). This information is currently in the catalog, and the only change in the wording is in italics. This relates to the pursuit of a 2nd degree—only the courses in a second major. A short discussion followed. Additionally, Jef Davis added that “Quebec” should be added to the list on the second page. E-mail your comments to Joseph Edwards, and he will take the matter back to committee.

10. Adjourn

Minutes submitted by Debbie Withrow