

DEANS COUNCIL MINUTES

WEDNESDAY, DECEMBER 2, 2009

1:00 – 3:00 p.m.

President's Conference Room

Members Present: Abraham, Bowers, DePoy, Fuhrman (guest), Furnish, Ginnetti, Kasvinsky, Khawaja, Kobulnicky, Maraffa (guest), J. Mosca, Singler, Stringer (guest), Ward

1. Announcements

(Furnish) Two of YSU's two-member Moot Court teams reached the Sweet Sixteen level in a regional event after competing with 42 two-member teams. One of YSU's teams advanced to the national level after the recent Midwest Regional competition of the American Collegiate Moot Court Association held at the College of Wooster. The two teams represented the Rigelhaupt Pre-Law Center of YSU's Political Science Department.

(DePoy) Stop by for Carols and Cocoa this evening at Stambaugh Auditorium.

(Kobulnicky) Paul Kobulnicky, chair of the Alternative Transportation Committee, said the deans will be invited to a meeting in January because of new developments—Youngstown's Community Development Corporation may build a parking deck across from the new College of Business Administration. The deck would impact the YSU campus. Funding for the parking deck would draw upon federal funds and several other different entities.

2. Assessment Processes (S. Stringer and H. Fuhrman)

Sharon Stringer, Director, and Hillary Fuhrman, Assistant Director of Assessment, came to Deans Council to express their concerns about the unacceptable level of participation in assessment by departments as of December 1 (see the attachment). The reports were due by October 31. The Assessment Office did not come to label or indict colleges, but to present as many facts as possible and ask Deans Council what can be done with this important project that is required by the Higher Learning Commission for YSU's continued accreditation.

Dr. Khawaja noted that while the Assessment Office is obligated to conduct the assessment process, they are at the mercy of a group that is not accountable to them. They can mandate what is needed, but departments must take ownership and deliver on this task. The documents needed require 100% participation and engagement by the departments. Dr. Stringer explained the handout. She noted that reports submitted can include crosswalks to other materials, as long as those reference materials are submitted with the document, e.g., a recent accreditation document referenced by page numbers within the assessment report and/or samples of materials showing the fulfillment of requirements. Reports can be updated each year by following an accepted reporting format and updating the data where applicable.

Discussion continued, and the deans asked what they could do to help collect the materials. Dr. Khawaja said that the faculty and chairs must appreciate the importance of this exercise and their role in it; the deans' leadership plays an important part in the process. The reprieve received from the Higher Learning Commission is contingent upon our following through on assessment as an intrinsic benefit and affirmation that YSU's students are learning what we said they're learning, and that we're doing what needs to be done to improve our programs. Dr. Stringer added that her office makes mini-awards (a grand total of \$4,000) for items such as software to do assessment reports; the deadline to apply is March. Dr. Stringer will set up appointments with the deans to have college-specific conversations.

3. Reduced Operations for December 28 - 31, 2009

Dr. Khawaja gave a heads up to Council that YSU will follow the same process as last year for reduced operations around the holidays during the week of December 28-31, 2009. The University will not close. Departments may close or remain open with reduced staff; each unit may decide for itself. Employees not working during those days will be required to take the appropriate leave. An official announcement will be issued shortly.

4. Enrollment-related Issues (T. Maraffa)

Tom Maraffa gave an informative report to President's Cabinet and again gave the report to the Board of Trustees yesterday, and Dr. Khawaja thought Council would benefit from the information. Tom Maraffa said the presentation was to bring Cabinet and the Board up to speed on data and trends related to changes in the funding formula by the State. The attached PowerPoint presentation was meant to engage the Board in how we might address what the data are showing. For example, the presentation introduced the concept of the graduation rate (focused on undergraduates) and how we compare to other Ohio institutions and our peer group. The PPT also reflected on students' decisions and behavior, showing that not all of the associated variables can be attributed solely to YSU. Dr. Maraffa explained the data about course-completion rates. He also stated that the State mandates a minimum of 120 hours for graduation (YSU's minimum requirement is 124 s.h.). He related an example about his ASCU site visit 4 years ago to Montclair State University, noting that cutting their semester-hour requirement by 4 hours had a measurable impact on their graduation rate.

The PPT generated as much discussion among Deans Council as it did with the Cabinet and the Board. Dr. Khawaja concluded the discussion by agreeing that the Administration must decide what clear and well-stated directions must be taken to ensure the success of our students and that the plan is enforced for 2010-11. Therefore, Dr. Khawaja will write a memo to Cabinet outlining a plan of action. Dr. Khawaja would like to hear from all Deans within the next few days and by early next week about their perceptions of what should be included in the draft.

5. Update on Board Committee Meeting

The Board met yesterday, and the Academic and Student Affairs Committee had several policies on the committee agenda that have been revised (see the attachment). Dr. Khawaja related information about the updating of the policies, as part of the University Guidebook Policies exercise that is taking place during FY 2010.

YSU now has an MOU in place to manage the Ohio Historical Society's Museum of Industry and Labor as of January 4, 2010, initiated because of OHS's serious fiscal problems. The Museum is an excellent facility that is underutilized. Applied History (previously known as Historic Preservation) will move into the quarters over break. YSU will have free access to the museum's rich archives. The facility is a mandated depository for local and municipal government records for northeastern Ohio. The museum houses 2 classrooms.

A report on the concept/possible design of a University College was presented to the Board of Trustees to show the most cost-effective way of dealing with the success of our students. Academic Affairs will continue working optimistically on the planning of the college.

6. Old/New Business

There are still 3 missing edits of the Fall Workload due to Marilyn Ward. In regard to the Workload Audit, Marilyn is working on a form (and instructions) that will require deans' approval. The process will allow a change to be entered for multiple courses on the same form if the changes are the same for each course.

Marilyn said that workload information on forms that are sent to the Academic Curriculum Committee is not reviewed by that committee. She will have a discussion with Teri Riley, Director of Faculty Relations, to determine how the review can be done within that process.

Dr. Khawaja informed the deans that they were copied on a memo to HR that requests back pay for 8 classified personnel currently under position audit review at least until the audits are fully completed. The deans should communicate this information to the chairs of these employees.

7. Adjourn

Minutes submitted by Debbie Withrow