

DEANS COUNCIL MINUTES

WEDNESDAY, JANUARY 7, 2009

1:00 – 3:00 p.m.

President's Conference Room

Members Present: Abraham, Bowers, Edwards, Elias, Furnish, Ginnetti, Kasvinsky, Kobulnicky, Licata, Singler, Stringer, Ward

1. Announcements

(Bowers) The deans will receive reports soon from Richard Sweeney, Office of the Registrar, listing students who attended YSU last semester and have not registered for spring semester. The deans are asked to do what they can to encourage these students to enroll for the upcoming term. Dr. Bowers will be asked to report to the President on the outcomes of the deans' efforts.

(Bowers) There likely will be a budget cut—probably at least 5.75 percent. Access Challenge and Success Challenge cuts may not affect Academic Affairs as much as other units of the University.

(Bowers) Regarding the recent e-mail correspondence among Deans Council about conditional admissions, registration, late enrollment, and pass rates, Dr. Bowers mentioned the discussion to President's Cabinet today. Cyndy Anderson reported that Student Affairs is already contemplating adding two SOAR/registrations for new freshmen several weeks before the week that precedes the start of spring-semester classes, with a catch-up SOAR during the week that precedes spring classes.

(Abraham) Dr. Martin Abraham expressed his concern that the current incoming students he is seeing now are extremely weak academically, and there are not seats available in the courses they should be taking. He inquired if there is any enrollment management strategy taking place. Dr. Licata also expressed her concern about the retention rates of these students. In light of the State's strategic directive focusing on course completion, Dean Abraham felt the e-mail from Dr. Elias was right on target about not having the proper courses available to register students without conflicts and having no courses open that count toward a degree. After some discussion, the deans agreed to begin planning for block scheduling of courses to be taken by incoming students to help them succeed. Deans Council agreed that Dr. Abraham will ask the chairs of Mathematics and English, and the coordinator of Reading and Study Skills to meet and plan a block of courses to accommodate these students. Dr. Ginnetti added that block courses would be a great way to create a learning environment. Time is of the essence, because finalization of the fall schedule is in February. Advisors need to be told that the at-risk students should be placed in block scheduling if possible.

2. Turning Technologies Presentation

Turning Technologies representative Kevin Owens, Regional Sales Manager for Higher Education, gave a presentation on their fully interactive student response system. The system allows users to choose the polling solution that meets the needs of their environment and teaching style. It can poll in *PowerPoint*; poll outside of *PowerPoint* (e.g., *Word*); and poll without a computer or projector. Phones having web access can also be used like Turning Technologies' clickers (response cards). The system can retain and compare and track data afterward for assessment. It can also track class attendance. Three YSU colleges are offering a "lunch and learn" technology opportunity for their faculty already.

3. NEOUCOM Courier Service (M. Ward)

Marilyn Ward requested feedback on the use of the NEOUCOM courier service. Deans will check with their areas that use the service and report back to Marilyn on the use in order to evaluate the cost effectiveness of the service.

4. Developmental Sections (M. Ward)

As a follow-up to a prior discussion, Marilyn distributed historical data on sections and student credit hours in developmental sections (FY01 to FY08). The ratio of developmental FTE to undergraduate FTE has increased each year.

5. Second Quarter Budget Report (M. Ward)

Marilyn distributed the 2nd quarter individual college budgets and expenses. Deans are reminded that keeping the individual accounts in "the black" is desirable. Some discussion followed regarding telephone service, budget needs, and the possibility of reductions for FY10.

6. Old/New Business

Paul Kobulnicky gave an update on the search for the F&PA Dean. Before the holiday break, the Search Committee members finished making personal calls to applicants, and that process caused the committee to eliminate several candidates. By the next meeting of the Search Committee on January 14, 2009, the committee will have finished the screening of candidates by conducting telephone interviews of the candidates' formal references. The committee anticipates a significant prioritizing of the 18 candidates at the meeting on the 14th. The committee expects to interview candidates by the 2nd half of February or the 1st part of March, a full month ahead of last year.

Dr. Furnish said that there are only 8 applicants for the position of Dean of the BCHHS, and the Search Committee is meeting next week to figure out what they should do about the matter.

Paul Kobulnicky suggested that the Deans Council strategize ways to reduce the Academic Affairs portion of the University budget in anticipation of required budget cuts for FY2010.

Marilyn Ward asked the deans to monitor the cancellation of courses as soon as possible each semester by cancelling classes through the Registrar, because having courses with no enrollment still on the schedule is interfering with the workload data reports produced in the *Banner* system. Requests to the Registrar must be in writing with the requestor's name.

Dr. Kasvinsky said that undergraduate students have been enrolled in graduate courses and approved by advisors and chairs without getting prior permission from the Graduate School.

Based on some of the discussions at this meeting, Dr. Bowers asked if the deans want a group discussion of the things not working well in Banner that should be addressed. The deans felt the discussion should start at the Chairpersons' Meeting, since we are still in the 1st year of the *Banner* Student Module. Dr. Licata felt that data reports would be very helpful in decision making. Marilyn Ward said that any reports needed should be requested and on whatever basis needed, i.e., monthly, quarterly, etc.

Reminder: Laboratory materials fee changes are due by the end of the month.

7. Adjourn

Minutes submitted by Debbie Withrow