

## DEANS COUNCIL MINUTES

WEDNESDAY, MARCH 3, 2010

1:00 p.m. – 3:00 p.m.

President's Conference Room

Members Present: Abraham, Bowers, DePoy, Furnish, Ginnetti, Kasvinsky, Kasuganti, Khawaja, King, Kobulnicky, Licata, Singler, Ward

### 1. Announcements

(T. King) There will be a seminar on domestic violence for all administrators entitled *Awareness of Family Violence: Training and Response on Campus* on Friday, March 19, 2010, at 8:30 a.m. in the Ohio Room, KC.

(M. Abraham) There will be a presentation today about conservation and ecological restoration by Kimberly Grey entitled *Ecological Restoration: the Importance of Details in the Big Picture*, sponsored by the Sigma Xi, The Scientific Honor Society, at 3:30 p.m. in Moser Hall, Rm. 2000.

### 2. Summer 2010 (Ward and Khawaja)

Marilyn Ward spoke at the Academic Chairpersons' Meeting (on 3-2-10) about important issues regarding part-time faculty contracts. If contracts aren't turned in by the 1<sup>st</sup> day of the semester, the automatic calculations will not be accurate for pay and sick leave, and then the calculations must be entered manually. Additionally, labor issues arise because people would be working and not getting paid. Departments should not wait to send in contracts—send them in as completed and don't hold part-time contracts for any reason.

New part-time faculty applications (packet with several forms) go directly to the Office of Human Resources. On the other hand, repeat part-time applicants are only 1-page appointment forms and should be sent to the Office of the Provost. If the appointment is greater than 6 semester hours, an explanation memo must accompany the 1-page appointment form. The Provost Office's general process is to send back the application if the repeat applicant does not have the required memo attached, but Marsha Cozzo will sometimes call or e-mail to facilitate the process. In some cases (mostly for English) there is a lot of shifting of classes, and a correction to a CRN can always be done later if the faculty member's hours will not change.

### 3. Tuition / Fees and Charges (Ward and Khawaja)

Marilyn Ward asked the Deans to look over the draft calendar of deadlines for summer school and let her know if there are questions or additions before she sends out the final summer calendar of deadlines. **As in the past, the timeframe is based on the bargaining unit Agreement of a 6 a.m. census point, and deadlines are so marked on the calendar for each of the 3 terms. Note that Marilyn wants 1 (one) spreadsheet of the reviewed workload to be**

**sent to her from each college dean. If Deans are not available, there must be a designee to review the workload for these 3 important timeframes.**

Dr. Khawaja reminded the Deans, as a word of caution, that faculty must be properly informed about the scheduling of summer classes, and Deans should alert the Chairs to look at the department governance documents and be timely with whatever those documents suggest.

Marilyn Ward did an interim February budget report. Also, she compiles the workload reports from the workload edits the Chairs individually sent back to her, and the approved non-teaching duty form--and 31% of the workload reports were wrong. This means that the edits are not being performed properly, and attention is not being paid to the non-teaching duty forms. Those 2 pieces are very important to the accuracy of the faculty workload reports.

Marilyn also has the part-time faculty summaries for the Deans to share with the Chairs.

#### 4. Annual Report / Goals (Bowers)

The Provost's Office announced at the Chairs' meeting yesterday that departments had been asked to submit 3 or more goals, including one for the learning outcomes they will assess this year and any additional goals. Reports of these goals should be submitted in late June or early July. Earlier in the fall, Dr. Khawaja talked about this process becoming part of an ongoing program of review--departments would define goals every year and report on their progress at the end of every year. Goal setting and reports should be submitted in grid form. A sample of Dean DePoy's grid was passed out last fall. Other items should be included in the reports just as in the past years' annual reports, including collected data about engagement activities. This exercise is an attempt to make program reviews much less cumbersome. A revised engagement grid will be e-mailed to the Chairs in early summer.

#### 5. Incomplete Grade (Bowers)

Because of HEI reporting deadlines and accountability formulas from the state, each institution will have until September 15 each year to update its data on whether or not "incompletes" ("I" grades) were turned into letter grades. YSU gives students a whole year to make up an incomplete; most institutions in the state give a semester or less. When our reports are submitted in September, there are many outstanding incomplete grades to report. Therefore, we will ask the Academic Standards Committee to look at requiring a shorter timeframe for making up incompletes after the semester ends. After a short discussion, the Deans confirmed their support for giving students a limited time after the end of the semester to complete the requirements of the course for which they requested an incomplete grade. [Update: The Academic Senate approved new deadlines for incompletes at the April 7, 2010, Academic Senate meeting. See the Academic Senate web site for details.] (It is the discretion of the Deans to make exceptions.) The state may institute different rules for veterans who take an incomplete grade.

## 6. Academic Standards (Singler)

The Academic Standards committee met on 2-24-10; some items were passed and others are being continued for discussion.

The College in High School minimum GPA of 3.0 (the students' high school GPA) was adopted because that is what is accepted typically across the nation. This issue will be presented at the next Academic Senate meeting.

Regarding the recalculation of the repetition of courses, the only way for *Banner* to handle the matter is that all repeats will be flagged or no repeats will be flagged. There are many courses in the catalog with provisions for repetition. Discussion followed. Paul Kobulnicky said an investigation of best practices of this problem in Banner should inform us so that we can properly structure our response. Dr. Abraham suggested that in the meantime the Deans approve all repeats, and that will stop multiple repeats without permissions. Dr. Furnish cautioned that this action will include approving courses that allow repeats, such as special topics and internships.

Regarding the recalculation of grades, it was agreed that only the last grade (one grade) can be recalculated--and not any other grade. Dr. Singler noted that the F still visually remains on the transcript although the repetition is noted.

A discussion followed about student cheating, reporting, and grades.

The last item of discussion was STEM's admission criteria proposal. Although the Academic Standards Committee was receptive to the proposal, they had several questions, so the proposal was not passed. The chair of the Committee will contact Dr. Abraham.

## 7. BOT Report

Dr. Khawaja reported that the Academic and Student Affairs Committee of the Board of Trustees met on 2-25-10 (not to be confused with the upcoming Board meeting on March 12). Information on the Youngstown Early College High School had been gathered and reported to the BOT for approximately the last 9 months. Dr. Khawaja had been asked by the Administration to have the Board provide a clear indication of their view on the YECHS as soon as possible. After one BOT member said he did not see YECHS as a priority, another Board member made a motion, which was approved, that YSU not make YECHS a priority and that YSU transition out of the project. The following Monday, YSU's Board chair, the City Schools' Board chair, Dr. Sweet, and Dr. Wendy Webb met and reviewed the situation and reaffirmed that the YECHS is a successful program, although not a YSU priority, and that we should transition the YECHS to another partner who would manage the YECHS. YSU is now having conversations with Eastern Gateway Community College (EGCC) about a transition during which EGCC would manage the program, with the YECHS remaining on campus for the next academic year. YSU's managerial position ends in June 2010. [Update: As of May 2010, a three-year transition is underway.]

Another issue raised during Dr. Khawaja's reporting to the Board was that the WCBA's accreditation site team suggested that the WCBA will be on a 6<sup>th</sup>-year review. This means that the College will submit to certain reporting issues for a specified period of time. Accreditation is not immediately threatened, but progress reports must be submitted.

Dr. Ginnetti provided information to the Provost and Deans about the BCOE's accreditation site visit, which will take place beginning 3-20-10. The site team members will be speaking to the Deans as part of the accreditation process.

#### 8. Old/New Business

Dr. Khawaja said that institutionally we have a diverse pool of faculty, because we had a head start via our strategic hire process a few years ago. However, he said we should continue to strive for a diverse pool of employees in every field in the future.

At Dr. Cyndy Anderson's request, Dr. Bege Bowers sent Chairs information from Jack Fahey concerning federal law about providing titles of textbooks to students by a certain date to allow students to shop around for better prices.

Dr. Singler said that he is now the designated "space" point person for Academic Affairs and serves as a member of the Facilities' Projects Committee. Dr. Khawaja requested that all space requests be channeled through Dr. Singler so that he can keep track of our needs. Dr. Singler said he previously reported to the Chairs that when the WCBA moves to their new building, the lower 3 floors of the old building will be retained as classrooms but will be freshened up this summer. Because renovation contracts ordinarily require a 90-day window, there will not be classes on the lower 3 floors this summer. The upper 3 floors of the building will be the future home of the Department of Mathematics and Statistics, hopefully at the end of fall semester 2010.

#### 9. Adjourn

*Minutes submitted by Debbie Withrow*