

## **DEANS COUNCIL MINUTES**

**WEDNESDAY, JUNE 16, 2010**

**1:00 p.m. – 3:30 p.m.**

**President's Conference Room**

Members Present: Abraham, S. Davis (guest), DePoy, Fahey (guest), Furnish, Ginnetti, Herman (guest), Kasvinsky, Khawaja, Kobulnicky, J. Mosca, Shaffer, Ward

### 1. Announcements

Dean Phil Ginnetti will assume the role of Provost and Vice President for Academic Affairs at Edinboro on July 1, 2010.

### 2. Admissions Deadlines (S. Davis, J. Herman, and J. Fahey)

Dr. Khawaja welcomed the guests and Sue Davis began the discussion about moving up deadlines for applications for admission to YSU and passed out a draft proposal to change admission deadlines. See the attachment for details. As the deadlines are pushed back, orientation sessions can also be moved earlier. Dr. Abraham suggested it would make sense to add a standard credentials deadline, such as 1 month before classes begin.

The Admissions staff will get the word out in the fall to high school guidance counselors and say that these are YSU's new deadlines and there will not be any exceptions. Dr. Khawaja said that the message should be marketed as much as possible. Students should be encouraged to apply and be admitted even if they're not sure they plan to attend. YSU doesn't require a deposit to hold a spot in any program; and if they pay the \$30 application fee and get admitted, they can have a backup plan. It is possible that a later start session could be offered in September or October, an 8-, 10-, or 12-week session, for example, for students who are uncertain about attending YSU or those applying past the initial Fall Term deadline. Dr. Khawaja thanked the Student Affairs' staff for their sense of support and said that this first step, hopefully, will produce good results.

### 3. Budget FY 10 and FY 11 (M. Ward)

The FY 2011 budget document was distributed in the Board of Trustees packet. Tuition was increased by 3.5%. Academic Affairs' portion of the budget is 54.5%, a decline that will need to be worked on.

The lab fee funds will be transferred to the colleges on July 1 or 2, and Marilyn asks that colleges distribute the funds to the departments. She stressed that funds should be distributed as quickly as possible.

There are still 10 unfilled (approved) faculty positions. It is difficult to get a grasp on making more faculty dollars available with such unknowns at this late date.

Marilyn is still getting 2009-10 release time forms to date. It is hard to calculate funds at this juncture without having a clear picture of our past data.

Gene Grilli will be sending out a memo by July 1 that there will no longer be chargebacks for regular phone service, only for cell phone charges and 1-time services, such as ordering a conference call unit or moving a telephone line.

The deadline for transfers in Banner for FY 10 is June 30, and if there is red in your budget, you must make the appropriate transfers. If your entire FOAP is in the red, you will not be able to make transfers. Let Marilyn know, and she will ask the budget office to override the non-sufficient funds mode so that funds can be transferred.

Marilyn passed out the lab materials fees' budgets. The main difference is that all expenses need to be covered by the departments. Colleges and departments are responsible for all expenses, including permanent positions and fringes.

#### 4. Summer School (M. Ward)

The Deans will start seeing payments to summer faculty hitting your budgets. If it causes a lockup and you can't move funds within your budget, let Marilyn know and she'll assist in fixing the problem. Otherwise, she'll have everything balanced by next week.

#### 5. Faculty Workload (M. Ward)

Briefly on faculty workload, and touching on non-teaching duties, Marilyn stated that she has a stack over an inch high on faculty workload corrections and errors from 2009-10. As background, Marilyn sends a report to each chair that is compiled from the forms she receives from each chair. The chairs are asked to check, correct, and sign their approval of all entries on the report. Based on the chairs' submissions, including corrections, she sends summaries to the chairs about 5 to 6 times per year. When Marilyn gives a report to the Chairs after the 14<sup>th</sup> day Enrollment Roster of the semester, she then produces a workload report of the fall term. The commitment is made by filling out the non-teaching duty form ahead of time. Faculty are teaching in the classroom, and they should know what their workload is. We need to have good data.

Dr. Khawaja said that there has not been a good resolution to the workload issue. Departments need to understand how the workload impacts them—some just think it is a lot of unnecessary paperwork. Dr. Khawaja concluded by saying that the workload issue is really the chairs' responsibility, and the deans must communicate this to them.

#### 6. Old/New Business

Dr. Khawaja met with the Chair of the Chairpersons' Development Committee, Dr. James Kohut, about the Chairpersons' Retreat at Punderson to be held on October 7 and 8, 2010. The

plan so far is to have a session with Dr. Cyndy Anderson on Thursday, and the remainder of the agenda is still in the planning stages.

A month or so ago, Dr. Khawaja sent out a short e-mail to faculty for expressions of interest in a reassigned-time position under the Provost's area involving a couple of important projects. The first is the strategic development of distance learning issues. Although we have Article 28 in the faculty contract that provides 2 hours of course development, the concept is not developing as was hoped. Therefore, we will look at a different way on how we can initiate the strategic development of programs. The second item is that the new president needs to develop an institutional strategic plan, and we needed to task someone with looking at the strategic plan and the academic sectors. This search process generated a number of inquires. Dr. Khawaja narrowed the choice to Nancy White, who will work on those 2 issues.

When rolling out the Academic Strategic Plan 2½ years ago, there were questions from the audience about faculty development. At that time, it made sense that this area could be handed to the colleges. Dr. Khawaja asked Jan Elias to undertake that goal. In the meantime, Dr. Khawaja has discovered that there is a nucleus of faculty with a passion for some of that kind of work. Dr. Sherry Linkon was one of those folks, and we will start a group in the fall to talk about faculty development and their proposal to us from which the faculty would benefit. For instance, how is it decided what technology faculty might incorporate into their teaching—what's the best decision to make, and what is the way to approach that choice making. Dr. Khawaja has asked Dr. Linkon to organize a 2-year calendar of workshops or seminars. The Provost's Office will supply refreshments and an outside facilitator.

The funding for the Centers of Excellence has been secured in the next budget, so there is a need to move forward on a faculty position and hire someone who could undertake research in the area of autism. Dr. Khawaja is staffing a committee to work on a draft position description as soon as possible. Dr. Khawaja is contacting several faculty, and Dr. Khawaja asked the Deans to encourage the group to serve.

Sometimes we get an issue or item brought to notice because of a peculiar problem that arises, and then wonder why we didn't we think of this all along. Dr. Jeff Carroll is one of the strongest researchers on our campus today, is one that works with little direction, and his work continues to reach higher and higher levels. He has secured funding and invited post docs from the outside, even though his department doesn't offer a master's degree. His work has been noteworthy and the Army Research Labs has asked Dr. Carroll if he'd come and work with them. Similarly, noted chemist Janet Del Bene started hydrogen bonding research at YSU, and is now a recognized top researcher in that field, on the level of a Nobel laureate, and all YSU was able to do for Del Bene was to recognize her as a commencement speaker. So the wake-up call of losing a fine researcher and the university being unable to do anything for a scholar of Carroll's caliber has prompted the creation of a proposal to award scholars of very superior excellence with an award of exclusiveness and honor attached to it.

Seeking Deans Council's input, Dr. Khawaja asked Dr. Peter Kasvinsky to introduce the draft proposal. Dr. Kasvinsky said we are trying to establish a Nobel Prize for the campus. Very few faculty will be eligible to be nominated and nominees would have to be competitive in the

national and international arena. There would be 2 awards given at any time for a 3-year period. The award would provide \$10,000 with fringes added on. The award could be renewable and cover all areas of creative competition through the nomination process. The process is competitive, with nominations coming through chairs and deans in the Academic Division. An appropriate title for the award will be formulated. [See the attachment for the final proposal to the Board of Trustees of the Trustees Scholar Award.] Discussion among the Deans Council followed. The Provost asked Council for input by Friday and noted that this award is not an entitlement but is truly an achievement; and the award may be hard to achieve, but we definitely don't want to close out anyone from qualifying. Therefore, the Provost asked the Deans to look at the proposed language for the award so that their college is protected and addressed.

7. Adjourn

*Submitted by Debbie Withrow*