

Deans Council Minutes
June 22, 2016
Leaders' Conference Room

Present: Abraham, Blair, Cossentino, Howell, Hripko, Licata, Mosca, Myers, Sanders, Steelant, Sweagan, Ward, Wecht (for Crist)

Guest: Hillary Fuhrman

Minutes of the Meeting of May 18, 2016

It was noted that Gary Swegan's attendance was omitted from the minutes of May 18, 2016. Dean Mosca made a motion to approve the May 18, 2016, Deans Council minutes as corrected. Dean Licata seconded the motion. A vote was taken, and the minutes were approved.

NSSE Peer Groups

Hillary Fuhrman, Director of Assessment, distributed a handout on YSU "True Peers" Institutional Peer Group Analysis, which was created by Dr. Palardy and Ms. Fuhrman. She stated the Provost wanted to update the list of institutions YSU compared itself with to more clearly reflect our "true" peers, and she explained Palardy and Fuhrman used the Carnegie Classification and student variable information to create a more comprehensive list. Carnegie codes included in the analysis are explained on page two (see attached). Ms. Fuhrman stated she and Dr. Palardy worked with the data and consulted with the Provost to develop the final list. Institutional Research was also consulted, and that office is in agreement with the list of 30 peer institutions. Efforts will be made to use the list or a subset of the list when making external benchmarking comparisons. A conversation ensued about the factors examined to develop the list. Provost Abraham said if members of Council require additional information, they should let Dr. Palardy or Ms. Fuhrman know. If anything in the list needs to be tweaked, it is best to do it now. Ms. Fuhrman stated the NSSE results will be available in September, and the Great Colleges survey results will be available in late August or early September.

Update on International Activities and Programs

Associate Provost Myers distributed a handout outlining activities taking place within the Center for International Studies and Programs (see attached). Points of interest include:

- Changing the name of the office from CISP to International Programs Office (IPO). (*Note: this name change will be placed on the agenda for the September 2016 Academic and Student Affairs Board of Trustees meeting.*)
- Transitioning ELI (English Language Institute) to the English Department with hopes to achieve accreditation of the ELI program.
- Explaining the Conditional Admission Pathway for Graduate Programs through ELI, allowing international students with lower TOEFL scores conditional admission through the ELI program and then changing their status to regular when completing the requirements of ELI. Students can then be admitted to an academic program. This process allows YSU's program to be more competitive with other programs.
- Starting an in-house credential evaluation pilot at YSU between July and December. This process allows international students to apply directly to YSU and not through an external agency. Two staff members in Admissions attended a conference to be trained in this area. If this program goes well, the practice will continue.

- Implementing a two-week turn-around time for processing international admissions.
- Implementing a paperless application system for study abroad beginning Fall semester 2016. Information was sent to all faculty members, and if faculty members do not meet in advance with the CISP/IPO office, the study abroad will not be allowed.
- Creating a Global Scholars Program with CLASS with the goal to form a funded study-abroad initiative. YSU would identify students coming in as freshmen and make study abroad part of the assistance program.

A discussion ensued about the current enrollment as well as challenges with applications and incomplete files. Dr. Myers expressed his concern for the lack of transitional housing convenient to the campus and asked that ideas be shared with him. Dr. Myers stated YSU should have active relationships with 30-50 educational agencies. When Dr. Myers came to YSU, YSU had 20 relationships, but only three were active. Ten new agreements have been signed since March. Dr. Myers also noted there is an application for visiting scholars to complete which outlines all requirements. A list of requirements for academic departments is also complete.

Enrollment Update

Associate Vice President Swegan distributed the “Fall 2016 vs. Fall 2015 vs. Fall 2014 Comparison” (see attached) and stated the enrollment figures for Fall 2016 look promising. The ACT and GPA average scores are higher than the past two years. Mr. Swegan told Council the June 20 Crash Day was up 69 percent in attendance. There was a 50 percent show rate of the number of students registered. Students were engaged and asked many questions about the university. The next Crash Day is in November, and a fair number of students will arrive by bus. The headcount goal for Fall 2016 is 12,700.

Graduate Scholarships

Dean Sanders reported there was a tuition increase on instructional fees for graduate students. Deans will receive Version #4 of his spreadsheet showing the variety of scholarships that may be awarded. Information sessions will be scheduled for individuals with questions. There are more concerns with self-funded scholarships in which only real costs will be paid. Ms. Ward stated funds will be disbursed after the 14th day, and expenses will be charged back to the proper FOAPs.

Roundtable

Associate Vice President Hripko stated he will look into the Pendleton Apartments for transitional housing availability. The Swanston Foundation is currently looking at property at 246 Broadway Avenue for this same purpose. Mr. Hripko noted that YSU subscribes to an export control database that indicates if individuals are on the “No Fly List.” Council is welcome to use this list to crosscheck to make sure we are not bringing these individuals to campus. Mr. Hripko stated he will provide a summary of grant activity for FY 16 at the July meeting, but he did note that applications were up 30%, awards were up 25%, and the total dollar amount received was between \$8-9 million. Mr. Hripko proposed a Provost Research and Discovery Summit prior to the start of the semester. The session would be for a couple of hours with the hopes of facilitating creative dialogue.

Dean Licata stated the United Way campaign will soon be underway. Deans have been contacted to identify ambassadors from their colleges. The Pacesetter campaign will take place in July and August. A Handel’s Ice Cream kick-off is planned for July 26, with the campaign running through August 30. This year will be a short-term intensive effort, ending on September 1.

Dean Blair stated she is in her sixth week of employment at Youngstown State, and she has enjoyed participating in SOAR, Crash Day, and CCP orientations. The College of Liberal Arts and Social Sciences received a major gift of \$1 million from the estate of David and Helga Ives. A press conference will take place on Wednesday, June 29, at 11:00 a.m. in the lobby of DeBartolo Hall. The funds will be used to enhance scholarships and to help fund the English Festival. In addition, \$700,000 will fund a visiting scholar in humanities. She asked Council to mark their calendars and attend the event.

Ms. Ward reported CourseLeaf training will take place July 12 and 13, 2016. Provost Abraham stated access for editing will be given to the chairs, and approval will go to the deans. Faculty will not have access to edit. After approval at the dean's level, it will go to the Provost's office for final approval.

Ms. Ward gave an update on part-time faculty qualifications. To date, 575 qualifications are completed, which is over the 50 percent mark. We need to complete 700 by Fall semester, as that is the estimated number of part-time faculty members teaching. Ms. Ward stated there are faculty members on the fall schedule who were not approved to teach by the Provost's office. She asked the deans to pay close attention to the distributed lists. If we are not close to being done or if we do not have the materials, the person's name will be removed from the schedule. A data file will be maintained to monitor these in Banner. Some faculty may be approved in one department but not another. In regard to HLC forms, Ms. Ward reminded the deans that packets that go to the Provost's office and include the HLC form, original official transcript (except if they graduated from YSU), up-to-date vita, and a copy of the application form (for all new part-time instructors).

Ms. Ward reminded Council it is the end of the FY 16, and she asked Council members to review their budgets and clear any deficits. Ms. Ward will offer a Budget 101 course for new chairs and deans as well as a training session on workload in the near future.

Ms. Ward stated she has not received all of the Non-Teaching Duty forms for 2016-17, and she will be forwarding lists of those missing.

Dean Mosca announced W. Kamau Bell from United Shades of America is the Centofanti Symposium lecturer. The date has been changed to September 14 at 7:00 pm at Stambaugh Auditorium. Mr. Bell is a comedian, and he will perform one hour of stand up comedy. It is expected that he will draw a younger crowd to the symposium.

Dr. Cossentino stated there were 108 students admitted to the Summer Honors Institute, and that 98 attended. It was an amazing week for the students. The senior participants will be invited to come to campus for the weekend in the fall semester. Dr. Cossentino also stated there will be an alumni event on July 9, 2016, from 11:00 – 1:00 p.m. in Fok Hall. Thirty alumni are expected to come. The new space in Fok Hall will be displayed, and the kick-off brick campaign will take place outside Kilcawley Center, with the proceeds to fund wish-list items.

Associate Dean Wecht stated Dr. Phyllis Paul begins on July 1 as the new dean in Creative Arts and Communication. Dr. Wecht also noted that the Summer Festival of the Arts will take place on July 9-10, 2016. Dr. Wecht shared the following dates:

- Provost's New Faculty Orientation – Thursday, August 18 (Lunch at noon in Tod Hall lobby)

- Part-Time Faculty Orientation – Monday, August 22 (Meet and greet from 5:00 – 6:00 p.m., Williamson Hall Conference Center)
- New Chairs Orientation – July 6, 2016

Dean Sanders stated Scott Knudson is the new Academic Information Systems Specialist in the College of Graduate Studies. He began work on June 20.

Dean Howell stated that Darlene Unger from the Center for Autism left YSU to take a position in Akron. There has been no discussion about the budget for the Center's half-time faculty position. There are plans to provide release time to continue work in the Center for research on autism. This position is important for YSU and the Rich Center. There are also grants in the TOP's program that are continuing through the Rich Center. Dean Howell asked the deans to contact him about any faculty who might be interested in helping with the Center.

Adjournment

With no further business to come before Council, the meeting was adjourned at 10:54 a.m.

Respectfully submitted by Jodi Clowes