

**Deans Council Minutes
December 21, 2016
Leaders Conference Room**

Present: Abraham, Ball, Blair, Cossentino, Howell, Hripko, Licata, Mosca, Myers, Reagle, Sanders, Steelant, Swegan, Ward, Wecht (for Paul)

Guest: Jackie LeViseur

Commencement Debriefing

Ms. LeViseur asked Council members for their feedback regarding the changes made at the Fall 2016 commencement ceremony. A discussion followed. The following points were highlighted:

- The student reflection speaker should be moved to the beginning of the ceremony;
- Although Deans Council prefers the musical arrangement in the middle of the ceremony, it may be eliminated from the program; and
- The Board members who are participating in the hooding of the honorary degree need a training session on how to hood the candidate.

Minutes of November 16, 2016 Meeting

Dean Howell asked that a correction be made to the minutes under Roundtable as follows:

Dean Howell announced Youngstown high school students will enjoy a Christmas party in McKay Auditorium on Saturday, December 10, hosted by the Youngstown Student Education Association (YSEA). The YSEA is the professional organization for YSU undergraduate education majors. The high school students are participants in an internship program conducted by the Youngstown Business and Education Community Connection, of which the Beeghly College of Education is a co-sponsor.

Dean Mosca made a motion to approve the November 16, 2016, Deans Council minutes as amended. Mr. Hripko seconded the motion. A vote was taken, and the minutes were approved.

University Policies

- Policy 3356-10-12 Teaching by staff. Provost Abraham noted changes do have to be made to the policy. Currently, the Provost looks at three credit hours rather than “one course” per semester as the standard amount of time staff members may teach. Provost Abraham asked Council to review the policy and to propose changes. This policy will be discussed and voted on at the January Deans Council meeting.
- Policy 3356-10-15 Integrity in research. Associate Vice President Hripko reported the changes indicated on the draft copies are modifications that update the titles of employees and update the organization areas. Mr. Hripko stated the Health Research Act is over thirty years old but is still current. YSU conducts four to five animal protocols per year. YSU has no covered specie. The university does use lab rats. The YSU facilities are in excellent condition. Dean Howell made a motion to approve the updated policy as distributed. Dean Blair seconded the motion. A vote was taken, and the motion was approved. It was noted the typo on page two will be corrected.

2017-2018 Reassigned Time and Teaching Schedule

Provost Abraham reported the contract has language that states faculty should report on workload activities including a schedule by the tenth week of the spring semester for the upcoming academic year. The Provost's Office has not collected this information in the past. In the past, the Provost's Office focused on the NTD form and reports of what faculty members were reassigned beyond teaching. Beginning spring 2017, the Provost's Office will be collecting the projected teaching schedules in conjunction with the NTD forms. The NTD activities will refer to the outcomes that have been achieved in the prior NTD and the outcomes to be achieved in the current request for reassigned time. This documentation is intended to be informational. The reports should be succinct and to the point. Research activity should have outcomes associated with the activities. The reports should have tangible, measurable outcomes. A discussion ensued. The deans were charged with oversight and will be given a budget for workload reassignment.

Ms. Ward stated external funds are additional monies. If there are savings from salaries bought out from a grant, the savings will be split as follows: 10% to research, 50% to the division, and 40% to the dean, which can be given to departments. At year-end, the funds will be treated the same and will return to one pool. It is planned to review this process quarterly so funds can be sent to the deans.

IGNITE

Associate Vice President Reagle reported the biggest challenge with IGNITE occurs when other events conflict with this one-day event. Events include marching band, athletic practices, and auditions in CCAC. IGNITE is held the Monday before classes begins from lunchtime until 10:00 pm. There is follow-up on Tuesday. A discussion ensued. Concerns with making IGNITE mandatory were expressed. Council members discussed how to avoid mandatory practices with marching band, athletics, music auditions, and testing. Should no-show students face consequences? Council members were asked to come up with alternative arrangements, and this item will be on the January 2017 agenda.

Recruiter Goals

Dean Sanders stated there are recruitment goals in the new admission system being used by the Graduate College. Dr. Sanders has discovered that some departments do not have recruitment goals. There are programs with suspended admissions. YSU will be suspending admissions to some programs. Dr. Sanders said he calculated goals and will run reports to see if YSU is close to those goals. Provost Abraham asked Council if there are concerns that need to be addressed. If there are concerns, deans should let Dean Sanders know so reports can be run.

Peer Leaders With FYE

Associate Vice President Reagle started a discussion regarding Peer Leaders (PL). A new model needs to be created because YSU is experiencing problems with the current model. Peer Leaders are not all doing the same thing in each class, creating inconsistency. Dean Howell stated the PLs in the two FYE classes in BCOE have been extremely effective. The PLs have established rapport with students, and they are extremely knowledgeable about what is going on in the class. Dr. Reagle noted for the current model to work, 100 PLs would need to be hired for 100 sections. The students would have to be hired in April and May to be ready for the new academic year.

Roundtable

Dean Mosca stated Gloria Steinem will be the Centofanti lecturer on March 28, 2017.

Associate Provost Ball announced he will be sending the deans an email regarding classifying courses in their respective colleges for the Delaware Study. Please return the information back to him ASAP.

Dean Blair announced YSU's Moot Court team (Politics and International Relations) will be competing at the national level in January 2017. The YSU students participating in the Ethics Bowl (Philosophy and Religious Studies) will be competing in the national finals in February 2017.

Dean Howell announced Dr. Amy Williams will be coordinator of Reading and Study Skills effective January 1, 2017. Dean Howell also announced that Julie Michael Smith is the coordinator of an entrepreneurship program that provides training in Youngstown and Warren city schools, and she welcomes YSU faculty involvement in the program. Lastly, Dr. Howell stated the Rich Center has acquired a van and will be transporting students from the Rich Center to the TOPS program to experience more involvement within the community.

Associate Vice President Swegan gave a quick update on spring semester enrollment. As of December 21, 2016, the enrollment was down approximately 100-150 students. It appears the freshman cohort registered at a high rate. Fall 2017 semester enrollment continues to look good.

Associate Vice President Reagle asked Council members to keep the Ad Astra program on their radars. The data will be loaded in January or February. Discussions will take place after that process occurs.

Ms. Ward stated the Provost's Office is processing new part-time faculty credentials as quickly as possible. There are many non-new faculty credentials being processed as well. Ms. Ward stated Marie Cullen has not been in the office as much due to extenuating circumstances, and she asked that phone calls be directed to her at Ext. 1714 when Marie is not available. The scanning phase will begin soon, and then the files will be returned to the departments. The Provost's Office is also checking part-time agreements to determine if faculty assigned to graduate courses have graduate faculty status.

Associate Vice President Hripko stated the Research Professorship applications are nearing the final stages, and awards will be announced on January 15, 2017. Mr. Hripko reminded Council that Centers of Excellence applications are due January 23, 2017. To date, there has been a good amount of interest, and new disciplines have been received. Provost Abraham noted that interdisciplinary proposals will be reviewed favorably, but interdisciplinary is not a requirement.

Mr. Hripko stated that Office of Research will be purchasing *Moderas* Electronic Research Administration (ERA) software, further enabling our transition from our former paper process to our current electronic process, to a fully digital process with built in workflow. When fully implemented, this software will simplify the grant development process for grant writers and grant administrators. With ERA, grant writers can create budgets with automated calculations for fringe

and indirect rates, can access required university grant administrative information, can see exactly what grant application materials are complete what grant application materials are still needed to complete the application.

Dr. Cossentino stated open houses for the Honors College have increased from 50 visitors to 160 visitors last year. The next Open House is February 10. Rooms are reserved in Kilcawley Center. Dr. Cossentino asked the deans to have someone escort the students from Kilcawley Center to the colleges. A list of RSVPs will be forwarded to the deans.

Dr. Cossentino stated the Honors College is having a retreat over the Martin Luther King Jr. weekend. The Honors College is also trying to gather 5,000 pounds of food for the Rescue Mission and the Student Food Pantry on campus. Please forward canned and boxed goods to Fok House. Dr. Cossentino also stated the Honors College is in the process of organizing a golf fundraiser and is looking for teams. The event will take place Friday and Saturday, May 26-27, 2017.

Dr. Wecht stated the College of Creative Arts and Communication had a very busy fall semester. She asked Council to save the date of February 17, 2017, for Mad About the Arts.

Dr. Wecht stated that a new Part-time Faculty Orientation is scheduled on January 4, 2017, from 5:00 – 8:00 p.m. in the Williamson College of Business Administration. The Fresh Start workshops will be held January 5 and 6, 2017, also in Williamson. Please encourage faculty to attend.

Associate Provost Myers stated that he will be sharing the study abroad guidelines that will govern YSU at a future Deans Council, and he will ask Council members for their comments and reflections. Dr. Myers noted the information should be ready around February 14. Dr. Myers stated the international student enrollment is looking positive for spring semester. YSU is currently hosting six or seven visiting faculty members. The biggest issue has been trying to identify housing for the visitors. YSU has only one guest apartment. It is hoped that next year YSU will have more housing for guests.

Adjournment

With no further business to come before Council, the meeting was adjourned at 2:51 p.m.

Respectfully submitted by Jodi Clowes