

Deans Council Minutes
October 19, 2016
Leaders Conference Room

Present: Ball (Presider), Blair, Cossentino, Howell, Hripko, Kos (for Licata), Mosca, Paul, Reagle, Sanders, Steelant, Swegan, Torres, Ward

Guests: Heather Chunn, Barbara Greene, Elaine Ruse, Ross Morrone, Christina Hardy

Minutes of Meeting of September 21, 2016

Dean Steelant made a motion to approve the September 21, 2016, Deans Council minutes. Dean Sanders seconded the motion. A vote was taken, and the minutes were approved.

University Policies

3356-10-02, Graduate faculty: Dean Sanders explained the changes made in this policy align with the changes made to the College of Graduate Studies as well as the changes in graduate faculty membership. Adjunct, Associate, and Regular member status has been replaced with Category 3, 2, and 1. A motion was made by Dean Blair to accept the changes. Dean Paul seconded the motion. A vote was taken, and the policy as presented by Dean Sanders was approved.

3356-10-03, Affiliated scholars: Associate Vice President Hripko stated the only changes made in the policy align with the changes made to the Office of Research. A motion was made by Dean Sanders to accept the changes. Dean Blair seconded the motion. A vote was taken, and the policy as presented by Mr. Hripko was approved.

3356-10-06, Admission, retention, and graduation standards: Associate Provost Ball stated the only changes made in this policy were to update the revision history, effective date, and next review date. Mr. Hripko moved to accept the changes to this policy. Dean Paul seconded the motion. A vote was taken, and the policy as presented by Dr. Ball was approved.

Academic Affairs Policy for Grants Management Secondary Contract to Research Active Faculty for the Coordination of Long-term Externally Funded, Nationally Competitive, Basic and Applied Research Grants: Associate Vice President Hripko stated that based upon the comments from the Deans Council held in September, he reviewed 2 CFR (Code of Federal Regulations) to make sure there were no conflicts with secondary contracts. After reviewing this policy and YSU's policy on supplemental pay, the decision was made to use secondary contracts as the mechanism to pay faculty who will be affected by this policy. The policy will be available to faculty and staff members who have a history of receiving extensive grants over a period of no less than three years and preferably a minimum of five years. A team of five individuals, including two academic deans and the dean of the College of Graduate Studies, will assess what is "substantial." A discussion ensued. Mr. Hripko stated information on this policy can be disseminated through the academic deans, and the policy will also be available on the Office of Research website. Dean Paul moved to accept the changes in the policy as presented by Mr. Hripko. Dr. Cossentino seconded the motion. A vote was taken, and the policy was approved.

Timeline for Miscellaneous Scholarships Awarded by Colleges

Heather Chunn stated college scholarships processed through the Youngstown State University Foundation will be shifted to the Office of Financial Aid and Scholarships. Elaine Ruse introduced Barbara Greene, who will be the point person in Financial Aid working on these scholarships. Ms. Ruse distributed a timeline for scholarship processing and explained many of the dates listed (see attached). Ms. Chunn stated it is a year of transition, and she noted that budgets may be larger this year because of unused reserves from previous years.

Ms. Ruse encouraged the colleges to use a February 1 scholarship application deadline for current YSU students to submit scholarship applications to the awarding authorities. It is hoped that Financial Aid will receive the lists of scholarships awarded by colleges by March 1, and then Financial Aid can send students a letter that lists the complete offering from YSU by the end of March. Providing a complete financial aid offer that includes miscellaneous scholarship awards gives students time to plan how to pay for the remainder of the bill that is due in August. Ms. Ruse and Ms. Chunn emphasized that colleges should not send scholarship award information directly to the student until after April 1 so students can be reviewed for donor criteria qualifications by the YSU Foundation and by the Office of Financial Aid and Scholarships for over-awarding. The YSU Foundation will send scholarship notifications at the beginning of April to students informing them they must submit letters of thanks to the Foundations. Students are required to submit a letter of thanks to the YSU Foundation to have the funds approved to be disbursed. The Foundation has established May 31 as the date to receive letters of thanks from students, and the Foundation will let Financial Aid know when to disburse funds. Ms. Chunn noted that Tiffany Thomas is the new scholarship coordinator at the YSU Foundation. She also noted that in prior years, students would apply for as many as 30 scholarships. An on-line application form has been created. The application includes most of the scholarship questions on one form. Reports can be run to meet specific criteria. Ms. Ruse stated that James Stanger in Financial Aid worked really hard to develop the form, and it will be on the Financial Aid website in the near future. [The Online Scholarship application is now available at https://cfweb.cc.yosu.edu/finaid/ysuf/ysuf_application.cfm](https://cfweb.cc.yosu.edu/finaid/ysuf/ysuf_application.cfm). The deans shared the names of college representatives with Ms. Ruse. Ms. Ruse distributed information about Financial Aid Awareness Week and Financial Aid Night (see attached). She asked Council to encourage students, especially high school juniors and seniors, to attend these events.

YSU Website Update

Ross Morrone reported the launch for the new university website will be Monday, October 24. He also reported that feedback from chairs and faculty has been positive. He requested that updates be emailed to him, and he will have the students working on the website complete the changes. He noted they are working on a separate calendar, and events and announcements for the calendar should be sent to him. Mr. Morrone said he will be meeting with IT to determine how to better utilize the portal. The portal will allow colleges to create communities in it, and students can be added to these communities. When colleges put more information in the portal at the department level, it forces the students to use the portal more.

Mr. Morrone said the marketing department is working to see how users interact with the YSU website. There are multiple people who visit – students, parents, grandparents, guidance counselors, etc. Visitors search to find the content they want. Some are funneling in through social media such as Facebook, Twitter, Instagram, and Snapchat. The engagement is good. YSU is using Acquia software, which tracks movements of a visitor's online journey, and can see if a viewer went to see

other departments, information on admissions, etc. YSU wants to put a team together to see how these conversations take place.

Mr. Morrone reminded Council that the Office of Civil Rights implicated YSU for having numerous inaccessible documents on the website. The old material has since been shut off. YSU is now putting things in place to update this deactivation. Content M is gone and all of the Drupal sites are live. Mr. Morrone reminded Council to direct all questions to him at rlmorrone@ysu.edu or extension 1424.

Roundtable – Part 1

Dean Mosca reported he and Dean Howell were at the press conference for the new Headstart in Beeghly Hall. There will be 15 children participating in the first group. Early childhood, social work, and nursing majors will all benefit from the experiential learning.

Dr. Kos reported that Lori Greiner from *Shark Tank* will be the Thomas Colloquium speaker on October 26. The WCBA Alumni banquet will take place on Friday evening, October 28.

Dean Paul reported the Chamber Winds and the Wind Ensemble Concert, “Musical Goblins,” will be performed at Stambaugh Auditorium on October 20 at 7:30 p.m.

Ms. Ward reported the workload verifications for fall semester were distributed via campus mail Wednesday morning, October 19.

Dean Steelant stated he went with STEM students to volunteer at St. Vincent DePaul and was saddened to see 250 people came for lunch. Thirty percent of those individuals were homeless. St. Vincent DePaul was handing out coats and sleeping bags, which is not a solution to homelessness. He stated it is important for YSU students to reach out to help the community through service projects such as this.

Associate Vice President Hripko stated research professorship applications are due Thursday, October 20. The Research Recognition Luncheon will be held on November 10. The guest speaker will be Dr. Tom Tyrell from Great Lakes Biomimicry, a company that solves solutions to problems found in nature.

Dr. Cossentino stated she and 14 Honors College students attended the National Collegiate Honors Council in Seattle, Washington. Two students placed first: Mariah DeFuria placed first in the Environmental Science, Conservation, and Green Technology category, and Elizabeth Rogenski placed first in Outstanding Student Poster in Business, Engineering, and Computer Science. YSU was the only institution with two first-place awardees. Students attending the conference got to see first-hand the needs of homeless people in Seattle. Dr. Cossentino stated she submitted a grant application in September and if she is successful in obtaining the grant, the funds will be used to help with a retreat the weekend of MLK Day. She also stated the Honors College will have a food drive in conjunction with the National Hunger & Homelessness Awareness Week, with the goal of collecting 5,000 pounds of food for YSU’s students. Dr. Cossentino also noted the Summer Honors Institute will take place June 12-16, 2017. There are some gaps for classes, and she will be reaching out to department chairpersons to see if they have classes they wish to offer.

Career Services Projects

Christina Hardy explained the Ohio Department of Higher Education is requesting information on the following two items:

1. What is the career preparation activities happening in the colleges?
2. What type of career confirmation discussion is happening with advisors and students in the junior and senior levels?

The Ohio Department of Higher Education is mandating this information be tracked and submitted. Ms. Hardy asked for suggestions about the best way to gather this information. A discussion ensued. Dr. Reagle stated the governor is very focused on career services; therefore this data has become a hot issue for the Ohio Department of Education. YSU needs to take a snapshot of what we are currently doing, evaluate that data, and determine future steps. It was recommended that Ms. Hardy meet with each college individually to gather information, and the deans shared the names of the point person(s) in their colleges.

Dean Blair suggested conversations be held with Hillary Fuhrman to discuss academic advising and career advising as well as to determine if there are ways to combine the traditional student assessment process and career assessment process. It appears that colleges scramble to find data. A process could be streamlined if everyone works together. Dean Sanders stated this information should also be part of program review and assessment.

Roundtable – Part 2

Dr. Reagle stated that as a result of a state grant, YSU will be using Ad Astra, a data analysis program that analyzes the courses YSU is teaching and is designed to make scheduling more efficient. There are about seven individuals working with this project, including the Information Technology department. Dr. Reagle stated he will share more information on this program as it becomes available.

Dean Steelant began a discussion on Conditional Admissions (CA) students and where these students should be advised. The deans discussed whether CA students should be advised within the colleges or at the advisement center. The discussion included how to best help CA students, especially when they cannot pass general education courses. It was noted that CA students have the least number of options available when they first register for classes at YSU. It was noted academic advisors do their best work with students who will have higher success rates. Dr. Reagle stated YSU needs an institutional statement outlining how to best take care of CA students. Dean Sanders suggested setting one-year benchmarks.

Dean Sanders stated the deadline for the Three Minute Thesis Competition is Monday, October 24. The final competition will be held from 5:00-7:00 pm on November 16 in the Gallery of Kilcawley Center.

Dean Sanders stated a deadline for spring graduate assistants was not set. He asked the deadline be November 18. He explained it is too difficult to process the paperwork after Thanksgiving.

Adjournment

With no further business to come before Council, the meeting was adjourned at 3:20 p.m.

Respectfully submitted by Jodi Clowes