

Deans Council Minutes
January 18, 2017
Leaders Conference Room

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

Guests: Dr. Marcia Matanin, Hillary Fuhrman, Dr. Alison Kaufman

Early Childhood Education/Early Childhood Intervention Specialist with TESOL Endorsement

Dr. Matanin shared a PowerPoint presentation and distributed handouts (see attached) describing the new “blended” Early Childhood Education/Early Childhood Intervention Specialist program with TESOL Endorsement. This program will replace the Early Childhood Education program now in place. The new program offers two licensures with an endorsement. It is predicted that by 2022, 20% of the students in every K-12 classroom will have special needs. These students will have an IEP or will fall under Section 504. This specialist program was updated based on these anticipated needs. New courses have already been created and have been approved by the Academic Senate. Dr. Matanin stated HPES, music, and art classes were eliminated from the program but were replaced with the new classes “Exploring Art,” “Exploring Music,” and “Educating the Whole Child.” Dr. Matanin explained that current students graduating with an Early Childhood Education major are simply not finding jobs. A discussion followed. Dean Sanders made a motion to approve the program. Dean Licata seconded the motion. A vote was taken, and the motion was approved.

NSSE Results

Hillary Fuhrman and Alison Kaufman from the Office of Assessment were present. Ms. Fuhrman shared a PowerPoint presentation, distributed handouts (copies attached), and highlighted the following items:

- The NSSE survey was conducted in Spring 2016. The NSSE 2016 Snapshot came out in September 2016. YSU’s response rate was good, and the response rate was higher compared to institutions of a similar size.
- Compared to students at peer institutions, YSU seniors rated higher in Collaborative Learning and in Student-Faculty Interactions. YSU seniors rated lower in Learning Strategies.
- YSU’s first-year students rated lower in Discussion with Diverse Others and in Reflective and Integrative Learning.
- Comparing the results in seniors’ perceived learning gains from 2013 to 2016, YSU seniors were up in all areas. Although some of the numbers are low, YSU is headed in the right direction.
- Multiple questions around diverse experiences present a challenge area for first-year YSU students. This is an area that warrants further investigation.
- Learning Strategy challenges may need to be addressed through Becky Varian’s area. Cary Wecht may wish to add faculty development workshops addressing this topic as well.

- Global Learning was added on as an additional module. YSU student's results were significantly below other students in Global Learning. This is a topic that warrants further investigation.

Ms. Fuhrman stated that Lunch and Learn discussions will be held throughout the spring semester to facilitate discussions on specific NSSE data points. These discussions will provide the opportunity to delve deeper into topic areas and generate recommendations for best practices. The summaries from the sessions will be shared with key stakeholders. Ms. Fuhrman will forward an email on this topic to Jodi Clowes, who will share the email with Deans Council.

University Policies

- Policy 3356-10-12 Teaching by staff. Provost Abraham noted significant changes were made to this policy. One noteworthy change is ACE staff will be paid one and one-half times the regular workload hour because of the updated overtime laws. Dean Sanders asked that the policy state that staff must have graduate faculty status to teach graduate classes.
- Policy 3356-10-22 Part-time faculty teaching excellence award. Provost Abraham stated the part-time teaching award resembles the Distinguished Professorship Awards for full-time faculty, and this year's call was sent at the same time. A discussion ensued. Council members recommended that for part-time faculty to be eligible, the faculty member must have a minimum of six semesters of service, have taught in the current academic year, and must wait three years before being eligible for another award. There will be a total of eight awards given at \$2,000 per award.
- Policy 3356-10-23 Excellence awards for department chairs. Provost Abraham stated these awards are similar to the Distinguished Professorship Awards in the areas of teaching and scholarship since department chairpersons are not eligible for Distinguished Professor awards. Ms. Ward clarified that half of the monetary award goes into base salary.

Dean Howell moved to approve all three policies as amended. Dean Mosca seconded the motion. A vote was taken, and the motion was approved.

IGNITE

Associate Vice President Reagle reminded Council members he spoke on IGNITE at the December meeting, and he asked if IGNITE could be scheduled for fall. Dean Paul reported Dr. Brandt Payne said he would work out any potential conflicts with Marching Band. Dean Paul reported she is checking on music auditions. After a short discussion, it was decided to forward this topic to the Tod Hall Leaders.

Associate Provost Position

Provost Abraham reported he will be filling the position of Associate Provost for Academic Administration because of challenges identified by the HLC audits, and because some administrative work simply is not getting done as there is not enough staff to complete the work. Dr. Abraham also shared the structuring for the Provost's Office should this position be approved. Associate Vice President Reagle suggested some language changes in the position description. Dr. Abraham pointed out the retitling of the Assessment Office to "Office of Assessment and Program Review" and noted his interest to establishing a more rigorous, detailed, evaluative program review leading to a cycle of continuous improvement. The position of Associate Provost

for Academic Administration will be filled through an internal search. Provost Abraham asked Council members to share the posting with any qualified candidates.

International Enrollment Update

Associate Provost Myers reported there are 320 international students enrolled at Youngstown State University, a record number. There are 52 new undergraduate students for spring semester. There are also more agency agreements in place as well as new scholarship packages for international students. Dr. Myers stated he is expecting a larger enrollment for fall 2017, and his office can accommodate 120-130 new undergraduate students. Dr. Myers sent an email to the deans asking that they reach out to international students to help them feel welcome at Youngstown State.

Guaranteed admission to degree programs upon completion of ELI and Admissions Deferrals

Dean Sanders shared the draft policies on “Guaranteed admission to degree programs upon completion of ELI” and “Admission Deferrals” and entertained questions and comments. Dean Sanders stated that ill-prepared students will not be allowed into the disciplines. These policies will not circumvent procedures for teaching assistants. Dean Paul made a motion to approve both policies. Dean Howell seconded the motion. A vote was taken, and both policies were approved.

Roundtable

Associate Provost Ball stated YSU is looking at vendors for online course evaluations instead of the current system that is being used. He said two vendors offer very good, affordable products that will improve the process. Dr. Ball said he would like to have these products vetted by faculty and students, and he asked each dean to share the names of faculty members from the colleges. Dr. Ball said faculty members should have knowledge of assessment, and he would especially like to include untenured faculty members. Volunteers will need to attend two demos and a brief meeting to choose the product. Dr. Ball asked that the faculty members know the time commitment before the names are provided to him for inclusion on this committee. Dr. Ball stated having a dean and students on the committee would be positive. Dr. Ball will work through the Student Government Association for student volunteers.

Associate Provost Ball noted he has been working with CourseLeaf for the curriculum management system. CourseLeaf will provide the software for the Academic Programs and Curriculum Committees of the Academic Senate. When the revisions for the 2017-2018 academic catalog are due, all of the information for the curriculum and academic programs must come directly from the catalog. Currently, not all of the programs list learning outcomes; there are also a few areas without four-year plans and a few areas without curriculum sheets. Dr. Ball made a plea for all departments to complete this information as soon as possible. Dean Blair stated not all program directors are trained in CourseLeaf. Dr. Ball shared his appreciation to all who have gone through training, and he asked that the deans share with him names of individuals who still need CourseLeaf training.

Dean Howell said the Beeghly College of Education has been asked to sponsor the Mahoning County High School, which is affiliated with the Mahoning County Educational Services Center.

Roundtable continued

Students who attend this high school typically have had difficulty in mainstream high schools. Dean Howell noted that Judge Dellick is highly involved with this high school, and he is exploring the formation of this sponsorship.

Dean Sanders stated graduate assistantships renewals are due at the end of February.

Dean Sanders stated that faculty planning to teach graduate classes must get graduate faculty status and must have earned a degree one degree higher than the students they will be teaching. Exceptions are made on a case-by-case basis for those individuals who have a master's degree. Ms. Ward told Council that the Provost's Office did not process part-time contracts for individuals teaching graduate classes who were not on the list for graduate faculty status. This is the first semester the Provost's Office is checking this status when processing part-time contracts.

Dean Paul noted that she approves many requests for part-time faculty to teach over six hours. She asked if this limitation was a HLC requirement and if she needs the CCAC chairs to recruit more part-time faculty. Ms. Ward responded this limitation is a YSU policy.

Ms. Ward noted that more than 1,100 part-time faculty members had their credentials verified. She also said there is one department that has not turned in any part-time contracts for spring semester. There are approximately 20 individuals with HLC or HR qualifications not completed. Ms. Ward said she is assuming these individuals are not in the classroom teaching since they have not been approved to be an employee for spring semester.

Ms. Ward asked the deans to have their departments prepare "replacement" contracts for \$0 when cancelling a contract. Marking "cancelled" across a duplicate copy of the contract is not the correct procedure.

Associate Vice President Hripko stated the applications for Centers of Excellence will be reviewed on January 23. Mr. Hripko reminded Council that Quest will take place on April 4. Quest will be an all-day event in Kilcawley Center. The Best of Quest will take place on April 6. An email will go out soon announcing Quest.

Associate Vice President Reagle announced the two searches for First-Year Services are complete. Leslie Page was named Director of First Year Students Services, and Nicole Kent-Strollo was named Director of Student Outreach Support and will be the Ombudsperson.

Dr. Cossentino thanked Council for its help in the canned goods drive. A total of 3,400 pounds of food was collected, and 160 students participated in the retreat. Dr. Cossentino also announced there are 706 students on the Honors College roster. Ninety-five students have been recruited for the spring semester, which puts the total enrollment at 800. There will be a small graduating class in the spring semester, but YSU may have up to 1,000 students in the Honors College in the near future. Dr. Cossentino also announced that she recently got word that students from the Honors College have been accepted to Yale and Princeton on full-ride scholarships.

Dean Blair raised the issue of risk management as it relates to university-sponsored field trips and outreach on campus. She asked if there are formal structures in place at YSU that addresses this topic. Provost Abraham stated he will start a conversation with Sarah Gampo.

Associate Provost Myers expressed his concern with the numbers associated with the NSSE global information and asked how YSU places international students in math classes, Dr. Myers will have a conversation with the chair of the math department.

Associate Vice President Swegan gave a brief update about enrollment for spring semester. YSU is down 72 headcount, but the FTE is slightly higher than spring 2016. The graduate student enrollment is “holding steady.” Mr. Swegan announced that fall 2017 enrollment is “looking good.”

Dean Steelant noted he taught a class during the fall semester and was disappointed that the majority of students in the class had low or no study skills. He stated he hopes the First-Year Experience programs will help students with these skills and in the areas of personal relations and common sense.

Adjournment

With no further business to come before Council, the meeting was adjourned at 3:28 p.m.

Respectfully submitted by Jodi Clowes