

Deans Council Minutes
April 19, 2017
Leaders Conference Room

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

Guests: Nancy Landgraff, Ken Learman, Ann Gardner

Health Sciences Ph.D. Proposal

Drs. Landgraff and Learman shared an overview and a PowerPoint (see attached) of a proposed PhD in Health Sciences program, which includes a dual track for PhD/DPT students. If the proposal is approved in Deans Council, Drs. Landgraff and Learman will continue to work on the program to prepare it for further approval through Graduate Council and the Ohio Department of Higher Education. Highlights of this program include:

- Preparing graduates to be both researchers in their fields and high-quality faculty members who will produce quality research, teach well, and stay abreast of the developments within their profession;
- Allowing three different pathways: Master's to Ph.D.; dual DPT/Ph.D.; and B.S. to Ph.D.
- Allowing an option for an MHS or MSHS for those students who are ABD and do not wish to complete a dissertation;
- Preparing graduates to fill vacancies in DPT programs, occupation therapy programs, and other healthcare professions which require a terminal degree.

Dr. Landgraff stated the Physical Therapy Department has relationships with faculty at other programs, such as Duke, Pitt, etc., that will support the program. Within YSU, support has been expressed by the departments of Criminal Justice and Teacher Education. Prospective enrollment, resources, and an estimated budget were discussed. Dean Mosca made a motion to allow the program to move forward. The motion was seconded by Dean Sanders. A discussion ensued involving budget and the need to add a new faculty position for this area. After the discussion, a voted was taken and the motion was approved.

Study Abroad Procedures and Policies

Ann Gardner distributed a handout on "Faculty-Led Study Abroad Procedure Proposal" and presented a PowerPoint (see attached) regarding the process that led to the document being presented at the May 3, 2017, Academic Senate meeting. Ms. Gardner chaired an ad hoc committee that included Dr. Max Grubb, Dr. Carl Johnston, Dr. Matt O'Mansky, Dr. Pamela Schuster, Dr. Ron Shaklee, and Dr. Carla Simonini. The committee reviewed policies from other universities and developed a best practice procedure to provide guidance for new faculty leaders and a central location for all information and procedures regarding risk management, financial accountability, improved transparency, and increased participation of study abroad. Learning outcomes for students were developed. A proposal process was established that requires faculty members to attend a study-abroad workshop and complete an application form that includes a budget and itinerary. Applications must be approved by the academic chair and dean. The International Programs Office reviews and approves all applications, requests revisions or more

information, or denies applications. Appeals may be made to the Provost. One major change is that the costs will be switched to student billing. A student's financial aid can be used for program costs. Mr. Swegan asked that the Financial Aid Office be notified in advance of approvals of the study-abroad programs, and he noted Gina McHenry is the contact person. Provost Abraham stated the Bursar's Office should also be involved prior to final approval.

Annual Reports

Associate Provost Ball reported Annual Reports will be required this year and will be submitted using the electronic format similar to last year. Dr. Ball stated he was able to pull out and combine results, as per his handout. The Higher Learning Commission criterion committees need to pull information from the annual reports to gather evidence. Dr. Ball stated the University is looking for ways to streamline information so it is not an added burden on chairpersons. Miami University of Ohio has gone through this process recently and customized a program named AIRS to help with data compilation. Bowling Green University also uses this reporting system. Dr. Ball stated YSU should have a discussion about the direction in which the university is headed, data we need to compile, and the best avenues to develop long-term results. It was stated the template for Annual Reports will go out between May 5-12th, and submissions will be due to the deans by June 1 and due to the Provost's Office on June 19.

Candidates for Associate Provost for Student Success

Provost Abraham reminded Council of the interview schedule for the two candidates who will be on campus for the Associate Provost for Student Success search. A special session was created for deans and for Tod Hall Leaders. He encouraged council to ask their staff to attend one of the open forums for each candidate.

Approval of Minutes

Dean Paul made a motion to approve the February 22, 2017, and the March 22, 2017, minutes. Dean Sanders seconded the motion. A vote was taken, and both sets of minutes were approved.

Review of YSU Additional Location List

Associate Provost Ball asked Council to review the list of YSU additional locations that was provided, and he asked the members if there are any site locations that can be eliminated. Since most of the sites in question deal with programs offered through the Bitonte College of Health and Human Services, Dr. Ball stated he will meet with Dean Mosca.

Guidebook Policies

The following policies were reviewed and discussed:

- 3356-8-06 – Student complaint process – Changes were made to clarify procedures and to track complaints. The policy allows all complaints to come under one central umbrella in a more cohesive process. This policy addresses problems with students who go directly to the president with their concerns.

- 3356-8-07 – Student travel – This is a new policy for student travelers who are going on funded and non-funded university-affiliated travel. It does not apply to student interns or student teachers. For consistency, the travel will be processed through the Concur system.
- 3356-6-01 – Scheduling of intercollegiate athletics, university sponsored and recognized student organization activities during final examination period – This policy was originally a policy only for athletes, but it was edited to include all students.
- 3356-6-02 – Intercollegiate athletics programs – There were minimum changes to this policy. There is no longer an Athletics subcommittee on the Board of Trustees, so placing this policy under Student and Academic Affairs was the most logical location.

A discussion of these policies took place, and minimal changes were made. Dean Sanders made a motion to approve the policies. Dean Howell seconded the motion to approve the policies with the revisions discussed. A vote was taken, and the policies were approved with revisions. The changes will be relayed to Attorney Kravitz.

Board of Trustees Academic and Student Affairs Committee Agenda and Background Materials

Provost Abraham asked Council if there are any changes to the draft agenda and background materials. Dean Howell asked to add the reorganization of the Beeghly College of Education. Dean Sanders noted the Guidebook Policy on graduate assistantships was missing. Those two items will be included. Any additional changes must be given to Jodi Clowes by Friday, April 21.

Roundtable

Marilyn Ward had a number of reminders:

- The summer calendar was emailed to deans and chairs the week of April 10. Please make sure someone is designated to sign off on summer contract data the weeks of May 15, June 12, and June 26. There is a very tight window for summer school contract data.
- 2016-17 workload reports are due from the chairs to the deans on May 12, and from the deans to the provost on May 31.
- Overload certification forms are due May 1.
- Workload proposal forms are past due.
- Budget reallocation forms for the general fund (111000) are due April 21.

Provost Abraham reminded deans to stay within their release time allocations. Hours can be held for later in the year.

Associate Vice President Hripko stated three candidates for the Associate Provost of Academic Administration will have 30-minute meetings with the deans. Mr. Hripko will send a Doodle poll in the near future to gage the deans' availability.

Dean Sanders reminded Council to send in the renewals for graduate assistantships and graduate research assistantships as soon as possible.

Dean Howell stated the Council for the Accreditation of Educator Preparation (CAEP) visitors gave positive feedback at the end of the site visit on April 3, 2017. The BCOE is awaiting the final accreditation report.

Associate Provost Myers stated there are 952 international student applications pending. There were 750 applications at this time last year. YSU will be in a good position if there are no problems with international travel for the students.

Associate Provost Ball stated the 2017-18 academic catalog is currently being edited. Dr. Ball wanted to remind the individuals working on the pages the “start workload button” on the pages will roll up to the deans. The chairs need to be reminded to look at their pages before rolling to the deans. May 1 is the deadline to hit the “start workload” button on the pages.

Ms. Ward stated changes in the faculty tabs or listing section of the catalog come to her. A simple email is fine for her to update those pages.

Dean Steelant stated the STEM Showcase will be from 10:00 a.m.—1:00 p.m. on Saturday, April 22.

Adjournment

With no further business to come before Council, the meeting was adjourned at 3:26 p.m.

Respectfully submitted by Jodi Clowes