

Deans Council Minutes
February 22, 2017
Leaders Conference Room

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

Guests: Leslie Page, Elaine Ruse, Karen Becker

Orientation Schedule and Philosophy

Ms. Page announced recent changes being made in SOAR and IGNITE. SOAR is now Orientation and will be a full-day session. It is geared to give students information about the campus and introduce them to the contact point people. The goal is to make the students feel welcome on campus as well as to provide an environment with lots of signage and fun activities to allow students to feel welcome, recognized, and appreciated. Information sessions will take place, and afterward the students will register for classes. The outcome is for students to leave with a connection to someone on campus and to be excited to return to campus for IGNITE.

Orientation will be broader than in the past. More information will be shared during Ignite. Orientation and IGNITE are mandatory. The format for IGNITE will change. The first day is mandatory, and it will begin at 1:00 p.m. and end at 9:30 p.m. The second day is optional. Instead of offering lunch on the first day, dinner will be served. The day will start with a welcome and team building. Students will be sent to the colleges from 3:00 – 5:00 p.m. The keynote presentation will take place after that time. Students will be given an opportunity to choose what they wish to do after the keynote presentation. Day two will be run like a conference. Thirty-minute presentations will take place, allowing many options for the students. Ms. Page indicating they hope to have a large variety of presentations without any overlap. Anyone wishing to be a presenter needs to submit a request to Ms. Page.

Student Employment

Associate Vice President Swegan announced the Institutional Work Study (IWS) initiative will commence in FY 2018, allowing more need-based students to have employment opportunities on campus. Handouts explaining the program were distributed. Associate Vice President Reagle explained a snapshot was taken in May 2016 of all student employees making minimum wage at YSU, which was approximately 1,800 students at that time. From this data, it was determined for every fifth student employed within a department, \$2,500 will be moved from the department's student wage fund and placed in an earmarked IWS fund. Ms. Ruse stated 40 percent of YSU students are eligible for federal work study (FWS), but many are not able to use FWS funds because the funds run out. Ms. Torres stated that in May of 2016, all of the students in Maag Library under FWS has already exhausted their funds and were placed on regular student wages. Ms. Ruse stated that the IWS funds could be used to continue those students' employment. A discussion ensued on the eligibility of international students (who are not eligible if they cannot complete a FAFSA), and it was asked if departments within a college can collaborate to create IWS positions. International students cannot access FWS or IWS, but a program to promote the hiring of international students to campus positions can be created and run through regular student

employment processes. Ms. Ruse stated the goal is to use all the funds in the IWS account be used. Ms. Ruse also stated Melissa McKenney in the Office of Financial Aid and Scholarship will be the point person regarding this program.

NTD/Reassigned Time

Provost Abraham reminded Council that the Provost's Office is modifying the way to identify workload activity for the upcoming academic year. This modification necessitates changing the form currently being used. Ms. Ward distributed a document titled Draft #1 to Council. The front form is to be completed by the faculty in consultation with the chairperson. The front identifies courses as well as the formula-driven workload the faculty member will be teaching in the next academic year. The back of the form will list non-teaching duties and is divided into three categories: Scholarship/Research/Creative Activity, Academic Administration & Programmatic Activities, and Union and Other Activities. The totals for fall and spring should equal 24 hours. If there is not enough room in the "Brief Description" categories, summaries may be attached to the form. Dr. Keillor asked who determines the number of hours faculty members receive in scholarship: the chair, dean, or Provost? Provost Abraham stated each dean will get an allocation of reassigned time, and it will be up to each college to allocate those hours of reassigned time. Ms. Ward cautioned Council that 152 faculty members were assigned less than 24 workload hours in fiscal year 2015-16. Provost Abraham stated the objectives for the new form include holding faculty accountable for their 24 workload hours; getting paperwork completed sooner; accelerating the process of faculty knowing what they will be doing the next academic year; and encouraging chairs to be proactive and provide better use of faculty resources. Ms. Ward added the YSU-OEA Agreement states faculty members should know their schedules, including non-teaching, by the 10th week of the spring semester. Dr. Abraham asked council members to please let Ms. Ward know if they have any concerns or comments on the draft. The number of reassigned hours will be determined in the upcoming weeks and will be shared with the deans at that time.

Reduction and Restructuring of Graduate Assistantships/Research Assistantships

Dean Sanders and Associate Vice President Hripko distributed handouts (see attached), and Dean Sanders explained the handouts in detail. The research assistantship program will be eliminated, and those funds will be used for summer stipends that can be added to graduate assistantships, creating 16 year-round positions. Graduate assistantships and teaching assistantships will be reduced by 41 positions. Monies from graduate assistantships will not be replaced. Mr. Hripko asked the deans to encourage faculty to request twelve-month stipends when writing grants that include funding for graduate assistant appointments. The University will have the ability to award twelve-month academic scholarships for graduate assistants whose stipends are paid by external funds (grant-funded). He also noted where previously we would request agencies to fund stipend plus tuition scholarship for one student, the preference now is that agencies fund two stipends, and the University will cover the cost for two tuition scholarships. Not all agencies will be able to provide such stipends, but this option should be considered in submitting grant applications. Dean Mosca asked that special consideration be given to areas where revenues are generated. Dean Sanders stated there will be a clear stipulation that the twelve-month assistants will not be teaching assistants. He also stated a survey was distributed to students to see if the result of these cuts might also mean a cut in enrollment. This plan could potential save the university approximately \$600,000 if all 41 assistantships being eliminated are replaced by students who fund their education. Graduate Council will allow some colleges to split scholarships so half of an

assistantship can be awarded. Board Policy 3356-9-03.1 (Appointment of graduate assistants, graduate assistant interns, and teaching assistants) was also reviewed. It will be presented at the June Board of Trustees meeting. Dean Sanders explained some of the changes as noted on the draft copy of the policy (attached). A student transportation fee will be part of the premiere scholarship or the assistantship appointment as a fringe benefit, and scholarship awards for up to 12 semester hours will begin in the summer term.

Draft of Student Complaint

Associate Provost Ball distributed a draft copy of the “Student Complaint Procedures” and asked Council for input on this document. Dr. Jennifer Pintar, Associate Vice President Eddie Howard, and Nicole Kent-Stollo have all been working on this document. These procedures will satisfy the guidelines from the Higher Learning Commission and define what a complaint is and how it is different from a grievance. Dr. Ball asked the deans to find out if there are any potential conflicts with this procedure and the complaint process that may already exist in colleges’ accreditation programs. There is a software program that will help the University to track the complaints and review the types of complaints for patterns or recommendations within areas on campus. Dr. Ball explained some student complaints are going directly to the president. Ms. Bell then forwards these complaints to deans/directors. The purpose of the software is also to create a log of where the complaints are going and what is transpiring. The complaint procedure will be placed on the agenda for the June Board of Trustees meeting for approval.

Associate Provost Ball reminded Council he sent an email regarding duplicate programs. The information is due back to him on March 1. The information is needed for the next IUC Provost’s meeting at the end of March.

2017-18 Tuition

Ms. Ward distributed a handout on tuition. There is currently a freeze for undergraduate tuition. It has not been determined if the same freeze will apply to graduate tuition and/or all fees. A discussion commenced about what reasonable tuition increases would be. Counsel discussed tiered systems for some of the highly need-based programs. The consensus was to keep overall graduate tuition at the same rate except for high need-based programs and doctoral programs.

Search Committees

Provost Abraham stated Eddie Howard will chair the search committee for the position of Associate Provost for Student Success. One BOT member, faculty, staff, and one or two students are needed to be on the committee, and the Provost asked for recommendations. Names given were Betty Jo Licata, John Hazy, Shelly Blundell, Cory Brozina, Becky Varian, and Ann Jaronski. Dean Sanders stated he will help to identify a graduate student to serve on the committee. Dr. Abraham also asked for individuals to serve on the search committee for the Associate Provost for Academic Administration, the position formerly held by Dr. Teri Riley. Mr. Hripko volunteered to chair the committee, Dr. Cossentino volunteered to be a member, and Dean Paul nominated Greg Moring to serve.

First Year Experience

Dr. Karen Becker, Director of First-Year Experience, gave an update on the First-Year Experience courses at Youngstown State University (see attached PowerPoint). She explained that across the nation, there are four types of seminars that an institution might offer: Orientation, Academic (General), Academic (Discipline Specific), and Study Skills. YSU has chosen to create FYE courses with academic rigor and is positioned well nationally. YSU's FYE components consist of: Sexual Violence/Alcohol Awareness, Career Planning (as required by the ODHE), Financial Literacy (with a potential mandate coming soon), Common Intellectual Experience (known as "Penguin-Think"), and Campus Engagement/Activities, which can include campus services and students organizations as well as theater, sports, etc. YSU successes include the hiring of a FYE Director, the involvement of three interns this term, connecting with NSSE data and research, and the positive satisfaction of faculty surveyed regarding the integration of courses with the departments/colleges. "The Unintended Consequences of Innovation" will be the Penguin-Think topic. The topic will be kicked off at IGNITE, which will include six interactive presentations for students to attend during the terms and a culminating activity or project in their individual FYE courses. More than 1,100 students were registered in a FYE/General Education course during fall 2016. There are approximately 500 students registered in spring 2017. There are currently 61 FYE sections ready for fall 2017 registration. Every college has at least one FYE class. HHS has three, STEM has four, and WCBA has two FYE classes. Dr. Becker explained there several current FYE challenges, and tracking of the mandate completions is at the top of the list. A policy is needed by fall 2017 regarding tracking of completion and how to handle transfers, repeat students, and failures. Dr. Becker asked for a "hand" from one person from each of the six colleges to combine with her two hands to create a FYE Director "Octopus." She asked the deans to recommend a person who can help be a manager for FYE activities and policies in each of the academic colleges.

Roundtable

Mr. Hripko reminded Council that QUEST will take place on April 4. Applications are due to the Office of Research by March 17. Mr. Hripko also announced that URC grant applications are due March 31.

Dr. Cossentino stated the Honors College Talent Show is February 22 at 7:00 p.m. in the Chestnut Room of Kilcawley Center.

Adjournment

With no further business to come before Council, the meeting was adjourned at 3:38 p.m.

Respectfully submitted by Jodi Clowes