

Deans Council Minutes
March 22, 2017
Leaders Conference Room

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

Guests: Christina Hardy, Jeanne Herman

Career fair

Ms. Hardy announced the attendance at the recent career fair dropped, raising concerns. The goal has always been to have 500 students attend the career fairs. The last time the goal was met was in fall 2010. The number of students attending the February 14 career fair was 264, down from 268 the year before. There were 93 employers present. Ms. Hardy stated the Career Services staff did make presentations to a number of senior-level classes in January, but these efforts did not add to the attendance. A discussion ensued. Suggestions included:

- Finding out exactly what types of jobs are available with the employers. Ms. Hardy stated employers do not share that type of information since they register far in advance and do not know at the time of registration what will be available.
- Listing the types of positions the employers have, even if there are not openings for these positions.
- Seeing if YSU can attract employers from outside the NE Ohio/Western Pennsylvania area. Ms. Hardy stated most students do not relocate after they graduate.
- Issuing extra credit in classes for student participation.
- Targeting underclassmen so they know what the career fairs are about and will be more prepared when they attend as seniors. Ms. Hardy stated employers prefer to meet with students who are ready to enter the job market, but she believes it would be good for first- and second-year students to get exposure to the career fair.
- Sending a list of employers who will be at the career fair to the colleges and asking faculty to disseminate the information to their classes. Ms. Hardy responded that her office sends announcements to the faculty prior to each career fair and tailors each announcement to the department or college with the employers that hire their majors.

Ms. Hardy asked Council to let her know of employers who want to develop a relationship with the Career Services office. Provost Abraham asked Ms. Hardy to share the list of employers with Council. He also noted that big-named companies will draw more students to attend the fairs. Mr. Hripko stated it would be worthwhile to engage with Fortune 500 companies if there was a way to do that.

Collecting Placement Data

Provost Abraham stated he anticipates that in the future, placement of graduates may be a factor in the funding formula from the state. He asked Council their thoughts on how YSU can do a better job in obtaining placement data. Ms. Hardy said a streamlined process is needed, as some of the colleges already collect data. When Career Services polls graduates, those who have already been surveyed by the colleges do not respond to the Career Services surveys. Career Service is garnering a 24% response rate. Ms. Hardy stated she would be happy to work with

departments who complete placement data, and she would like to design a way for the information to go to Career Services so it can be reported to the ODHE and for national reporting. A discussion ensued. A major concern is getting the cell phone number and a non-YSU email address of students so they can be contacted after graduation. Council discussed ways that this data gathering can take place toward the end of the student's academic career. It was suggested to place this information on the graduation forms. Dean Howell stated this information can be added to the application for student teaching form that students from the Beeghly College of Education complete. A suggestion was made to make it a requirement before diplomas are mailed. Ms. Hardy stated she will send to the deans a template of the placement data needed for reporting purposes, and she asked that the departments and colleges who complete their own placement data include that information in their questionnaires. She asked the deans to submit a copy of all data to the Office of Career Services to allow Career Services to have more accurate data for state and federal reporting.

Workload Forms and NTD Hours for 2017-18

Ms. Ward shared with Council an updated draft of the new Workload Plan and Categories of Alternative Time crosswalks. She stated the form will be a fillable PDF, and it will need to be signed by the faculty member, chair, and dean. There is not a signature line for the Provost, as the deans will be responsible for the reassigned time allocated to their colleges. Deans were asked to keep the original of the form and all accompanying materials prior to submitting a copy (two-sided) to the Provost's Office. Ms. Ward stated the form will become final soon, so all edits must be shared with her by March 23. The form will be distributed on Friday, March 24, and it will need to be completed and returned to the Provost's Office by Friday, April 14. Provost Abraham distributed the reassigned times to the deans and explained how he arrived at the numbers of reassigned hours. He stated this number is the initial assignment. It is not final, and he will entertain conversations from the deans if needed.

Classroom Scheduling

Provost Abraham shared his concern about the use of computer classrooms. According to a space utilization report, 15-20 computer classrooms were not scheduled last year. Some classes scheduled officially in one room are being taught in different rooms. The University is not effectively using the space and resources for students. Ms. Herman began a conversation, and the following concerns were shared:

- Classes are not scheduled within standard teaching time blocks, therefore conflicting with two additional time blocks. There is a need to review and schedule within the standard teaching times.
- Classes are being held on additional days outside of the scheduled days.
- Most classes are taught between 10:00 a.m. and 2:00 p.m.
- Class capacities are being increased, but there are not as many larger classrooms to accommodate the increase.
- Faculty members prefer to teach in their own buildings.
- Other universities have a mandated grid outlining when classes should be offered. This grid is not preferred at YSU.
- There are not enough mediated classrooms.

Ms. Herman will send a list of all space used for classes, and she asked that the deans review and make corrections for an updated master class schedule.

Ms. Herman was updated regarding the discussion of placement data. She will work with Ms. Hardy to update the intent to graduate form to include a space for non-YSU email and cell phone numbers.

Approval of Minutes

Dean Mosca made a motion to approve the December 22, 2016, minutes. Dean Paul seconded the motion. A vote was taken, and the minutes were approved.

Associate Vice President Hripko made a motion to approve the January 18, 2017, minutes.

Interim Associate Vice President Crist seconded the motion. A vote was taken, and the minutes were approved.

Governance Documents

Provost Abraham reminded the deans that a team of chairpersons reviewed the governance documents and made suggestions to the documents. These documents were returned to the deans. According to the collective bargaining agreement, changes by the dean must be made by April 1, 2017. If no changes are made by April 1, the documents stand as originally submitted to the deans by the departments.

Staff Recruitment Reimbursement

Ms. Ward gave an update on the budget process for the recruitment of faculty and staff. With new faculty positions, an amount per search will be transferred to the deans, usually in October. For staff positions, the cost of recruitment will be shared with the college. The Provost's Office will reimburse 50% of the costs up to \$1,500. Staff money will be transferred after the search is over. To receive reimbursement, an email must be sent to Ms. Ward indicating the costs of the expenses, and the Provost's Office will transfer 50% up to \$1,500. It was noted that reimbursement must take place in the same fiscal year.

Roundtable

Ms. Ward asked Council to be aware of the deadlines listed on the agenda.

Associate Vice President Swegan stated that registration for Fall 2017 is looking good. Mr. Swegan also noted that the GPA/ACT scores for African American freshmen have gone from 2.55/16.96 in 2013 to 2.87/18.24 in 2016. The gap between the incoming African American students and all YSU students is still the largest gap. The GPA/ACT scores for incoming Hispanic students and all YSU students remains very close.

Ms. Torres noted that the Board of Trustees approved the search for a new Executive Director for Maag Library, with the intent to fill the position by the fall. Ms. Torres stated they plan to advance the position of HHS librarian. The multi-media librarian position is vacant. During the summer, more computers will be brought into the reference room. Also, the Archive staff was featured in the *Business Journal* discussing the rare books collection at Maag Library.

Mr. Hripko announced there will be 180 posters and presentations for QUEST, and there are 60 faculty members who have registered as judges. No additional judges are needed. There will be

more oral presentations this year, and there are also more group projects consisting of four to five students. All colleges have students involved. QUEST will be held on April 4, 2017.

Dean Sanders announced graduate assistantship renewals are due by March 31. The reappointments are due by May 15.

Dr. Crist announced he is getting familiar with the staff in Student Success. The main goal of the division is to work on strategic planning.

Adjournment

With no further business to come before Council, the meeting was adjourned at 3:16 p.m.

Respectfully submitted by Jodi Clowes