

**Deans Council Minutes
February 21, 2018
Leaders Conference Room**

Present: Abraham, Ball, Berardini, Blair, Cossentino, Howell, Licata, Mosca, Myers, Paul, Pinter, Sanders, Steelant, Torres, Ward

Guests: Amy Flick, Hillary Fuhrman, Karen Becker, Sarah Eisnaugle

Digital Measures

Ms. Fuhrman and Ms. Flick led a discussion about the need for faculty to have access to a program to collect data on scholarship, faculty activities, strategic planning, grants, web profiles, accreditation, chair's evaluations, and strategic planning on a continuous basis rather than just once a year. The process of entering information into an Excel spreadsheet and then extracting sections for the many different reports needed is extremely time consuming. A system is needed that would allow Banner information such as faculty name, address, telephone extension, teaching schedule, and office location to be accessed. The WCBA has been using Digital Measures with success. A discussion ensued, and a handout was distributed. Ms. Fuhrman stated there are other programs available. One alternative program, Task Stream, but it had limitations and limited reporting and tracking. The purchase of Digital Measures makes sense for YSU's needs. Associate Provost Ball stated he submitted a proposal to purchase Digital Measures from the Strategic Investment Funding. If this proposal is accepted, the Provost's office will work with Procurement to determine if an RFP will be required.

Approval of Minutes from Previous Meetings

Dean Mosca made a motion to approve the minutes of the January 17, 2018, meeting. Dean Blair seconded the motion. A vote was taken, and the minutes were approved.

DARS/uAchieve Updates

Dr. Ball stated that faculty and staff should have received an email invitation to attend a training session for uAchieve. Anyone who works with students and currently uses DARS should register for a training session. Michele Schaper, who is coordinating the implementation of this project, and Kim Verdone, both believe the new product is much more accessible and easy to use. DARS and uAchieve cannot be used simultaneously. The use of DARS is scheduled to end on March 5, provided there are no problems with either YSU's IT department or College Source, the vendor. Dr. Ball asked Council to encourage chairs and faculty to attend training, and deans may wish to attend as well. A 20-page handout has been created for the uAchieve training. Dr. Ball also stated that the curriculum management systems training is this week, and some faculty may be confused with two different trainings taking place. An email announcement will be repeated when the DARS service will end.

Evaluation of Chairpersons

Associate Provost Pinter distributed the chairperson evaluation schedule and the chairperson performance evaluation, and she opened the floor for comments. Suggestions included:

- Chairs should provide a statement of their leadership accomplishments.

- Chairs should complete a self-evaluation and then a conversation should commence with their deans.
- Chairs should submit a document that speaks to the areas of leadership, timeliness, and use of resources, including any comments or concerns that chairs wish to make.
- Chairs should write a narrative of accomplishments and goals while also recognizing their challenges.
- It was suggested that the information be added to the Chairpersons' Handbook.

Dr. Pintar thanked the deans for their comments. She will compile the information and share it with the deans.

Maxient/Student Complaint System

Dr. Pintar stated the University is ready to launch the student complaint system, but the launch had to be pushed back because of concerns raised by the faculty union. There are three areas on the website where students can access the complaint system: at the bottom of the homepage; in Banner on the left-hand side; and on the Student Experience website, under "Student Outreach and Support." The form is to be used if a student wishes to file a complaint about a faculty member or a problem in the classroom. This information was shared with Student Government, and information will also be sent to *The Jambor* for publication in the student newspaper. The complaint form explains the difference between an academic and non-academic complaint. All academic complaints will be forwarded to Dr. Pintar. All non-academic complaints will be forwarded to Vice President Howard. Complaints are not anonymous but will be kept confidential. Training for chairs will be completed between May and July, and after that, complaints will go directly to the chairs and/or deans. After the complaint is submitted, the dean and/or chair must follow up. Complaints must be resolved within a designated period of time. There is a complaint resolution form, which is a drop-down menu. The complaint is not removed until this step is completed. Chairs should not accept hand-written complaints. The HLC requires YSU to record and track all complaints, and this process records all the information. A discussion ensued. It was suggested there should be a category for complaints without merit on the drop-down resolution form. Dean Licata stated if she has a group of students who come in with a complaint, she is going to deal with the complaint right then and prevent it from escalating. She asked if she would need to log it. Dr. Pintar stated to let the students be aware of the process, but if a chair or dean can take care of the problem, by all means do so. Associate Provost Ball stated the intent of the complaint system is not to delay action. We should always serve students the best way we can. The complaint, even if taken care of immediately, should be logged.

Penguin Think Discussion

Dr. Becker explained there are three topics to Penguin Think: Innovation (currently being used in 2017-18), Difference (2018-19), and Sustainability (2019-20). All four-year students will get the same topic their first and last year. The topics are suggested by faculty members. The "Difference" topic for the academic year 2018-19 will cover the topic of "Disability not Inability." A lengthy discussion ensued (see attached handout). Concerns included: students feeling they must self-identify if they have a disability; being able to provide information from individuals who have expertise on disability topics; not glossing over important issues which may cause disability casualties; students who may feel the topic is too personal; lack of expertise in FYE faculty teaching courses to cover this topic; and the topic may not be appropriate for 18-

year old students. Ms. Eisnaugle stated that “ADA compliance and what that means” could be a good subject for this topic. Dr. Becker asked the deans to email either Ms. Eisnaugle or herself with topics and experts in the area who they can contact.

Quest

Associate Vice President Hripko stated that Quest will be held on April 3, 2018. An invitation was extended to the CCP students, and a number of minority doctoral candidates in the sciences will be participating this year. Dr. Donna Nelson will be the keynote speaker. Dr. Nelson was the science advisor for the AMC television program *Breaking Bad*. She is known for her research on diversity in the sciences. Mr. Hripko extended an invitation to Council to attend the luncheon and meet Dr. Nelson. He also noted that a Moot Court competition and theater performance will be held in the Chestnut Room as part of Quest.

Research Professorships

Mr. Hripko pointed out that the language in the YSU-OEA contract on Research Professorships is very broad. A rubric has already been created to score proposals for Research Professorships. Mr. Hripko wanted the deans to review the process and to provide input about how this process should be framed going forward. Dean Paul expressed her concerns about creative individuals who may not be able to write adequate “scientific” proposals. Dean Sanders stated the Research Professorship awards are for research, not for scholarship. Mr. Hripko stated he will list the definition of research in upcoming proposals. It was noted that that if recipients do not complete the required report at the end of the research professorship, they should not be eligible for future research professorships.

Faculty Workload Policy

Provost Abraham stated that due to the removal of workload from the faculty contract, he is seeking several deans to help him frame what workload should look like. After a discussion, it was decided that all seven deans and Ms. Ward will serve on the committee.

Academic Calendars

Provost Abraham gave a quick review of the updated academic calendars following input from Student Government and the Academic Senate. This calendar allows for a short fall break. It was noted the faculty contract may end prior to the deadline when grades must be submitted. Council was asked to review the calendars and to share any questions or concerns with Provost Abraham.

Roundtable

Dr. Pintar stated the part-time evaluations went out.

Dr. Ball distributed a flyer on the CourseLeaf system. Deans, chairs, program directors, and curriculum committee members were invited to the training. If anyone else should be invited, please let Dr. Ball know.

Dr. Cossentino shared the good news that alum Jacob Schrieber-Briggs was accepted into both Columbia and Harvard. He has not made a decision as to which institution he will attend.

Ms. Ward stated she sent out the spring workload reports. She noted a couple reports from fall semester never made their way back to her, and she did not do a follow-up until last week. She will be sending out a call for budget reallocation and allocation requests in the next couple of weeks. The forms will be the same as last year.

AVP Hripko stated he will be soliciting URC grants as soon as the email is written.

Adjournment

With no further business to come before Council, the meeting was adjourned at 3:33 p.m.

Respectfully submitted by Jodi Clowes