Attached you will find the agenda and the materials for the September 11th Faculty Senate meeting. As always, we will meet in the Governance Chambers at 3:20 p.m. Refreshments will be provided.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the May 8, 2017 Faculty Senate Meeting Minutes
5. Chair’s Remarks
6. President’s Remarks
7. Reports: Update on the Library Collections Budget (Ken Burhanna, Interim Dean of University Libraries)
8. EPC Items:
   a. Action Item:
      College of the Arts:
      i. Establishment of a Musical Theatre major within the Bachelor of Fine Arts degree in the School of Theatre and Dance. The program currently exists as a concentration within the Theatre Studies major. Effective Fall 2018 pending final approval.
ii. College of the Arts: Establishment of a Theatre Design, Technology and Production major within the Bachelor of Fine Arts degree in the School of Theatre and Dance. The program currently exists as the Design/Technology concentration within the Theatre Studies major. Effective Fall 2018 pending final approval.

With the establishment of two majors listed above, the Theatre Studies major within the Bachelor of Fine Arts degree will be inactivated. The Theatre Studies major within the Bachelor of Arts degree will continue to be offered.

b. Information Item:

**College of Communication & Information**: Revision of name of the Photo Illustration major within the Bachelor of Fine Arts degree in the School of Visual Communication Design. The name changes to Photography. Effective Fall 2018.

9. Old Business

10. New Business

11. Announcements / Statements for the Record

12. Faculty Senate Meeting Adjournment
FACULTY SENATE
Meeting Minutes
May 8, 2017


Senators Not Present: Patti Baller, Ed Dauterich, Mary Lou Ferranto, Lee Fox, George Garrison, Pamela Grimm, Todd Hawley, Edgar Kooijman, Cynthia Kristof, Tracy Laux, Mary Beth Rollick, Arden Ruttan, Robert Twieg, Terrence Uber, Linda Williams

Senators-Elect Present: David Kaplan, Rocco Petrozzi, Molly Wang

Ex-Officio Members Present: President Beverly Warren; Senior V.P. for Academic Affairs and Provost Todd Diacon; Senior Vice Presidents: Karen Clarke, Mark Polatajko; Vice Presidents: Paul DiCorleto, Shay Little, Jack Witt; Deans: Sonia Alemagno, James Blank, Allan Boike, James Bracken, Barbara Broome, Mark Kretovics, Eboni Pringle, Amy Reynolds, Robert Sines, Deborah Spake, Cynthia Stillings for John Crawford-Spinelli; Director Jeffrey Fruit

Ex-Officio Members Not Present: Vice Presidents: Alfreda Brown, Ed Mahon, Charlene Reed, Nathan Ritchey, Stephen Sokany, Willis Walker; Deans: Mark Mistur, Donald Palmer, Melody Tankersley; Director Jeffrey Fruit

Observers Present: Jerry Feezel (Emeritus Professor), Kate Klonowski (GSS)

Observers Not Present: Natalia Roman (USS)

Guests Present: Tina Bhargava, Sheryl Chatfield, Vanessa Courie, Janis Crowther, Paul Fehrmann, Larry Froehlich, Michele Gabrovsek, Nick Gattozzi, Mary Ann Haley, John Hoornbeek, Joan Inderhees, Tom Janson, Thomas Jefferson, Tess Kail, Michael Kavulić, Jennifer Kellogg, Judy Lightner, Heather Link, Jennifer McDonough, Mandy Munro-Stasiuk, Rebecca Murphy, Susan Perry, Ken Slenkovich, Kevin Van Bell, Aimee VanDomeelen, Christopher Woolverton

1. Call to Order

Chair Smith called the meeting to order at 3:21PM in the Governance Chambers, Kent Student Center.

2. Roll Call

Senator Kerns called the roll.
3. Approval of the Agenda

Chair Smith asked for a motion to approve the agenda. A motion was made and seconded (Kracht/Fouad). No changes to the agenda were offered. The agenda was approved as written.

4. Approval of the Faculty Senate Meeting Minutes of April 10, 2017

Chair Smith asked for a motion to approve the minutes from the April 10 Faculty Senate meeting. A motion was made and seconded (Piccirillo-Smith/Earp). No corrections to the minutes were offered. The minutes were approved as written.

5. Chair’s Remarks

See attached. There was no discussion of the remarks.

6. President’s Remarks

President Warren began with a few announcements. She extended thanks for the work of the Faculty Senators. She also noted that KSU has 5600 students graduating this spring, including 62 earning Ph.D.s. There are 10,000 people (graduates and guests) signed up for the new one university ceremony at Dix Stadium. She invited faculty to attend, and announced that Dr. Owen Lovejoy will be receiving the President’s Medal at the ceremony. President Warren also announced that 13 people (from 69 nominations) were awarded the President’s Excellence Award this spring. In addition, for the 50th anniversary of the Distinguished Teaching Award, all prior winners were invited to a reception honoring this year’s recipients. Finally, she announced that Faculty Senate Chair Smith would be presenting to the Board of Trustees at their May 31, 2017 meeting.

President Warren also discussed the work of the FaSBAC committee this year. She will soon be reviewing the report from the RCM 2.0 committee and moving forward with the reallocation of $9.5 million from the service centers to the academic centers. The work on reviewing RCM (RCM 3.0) will continue in the fall. That group will be challenged to look at how the budget can be better aligned with KSU’s mission and strategic priorities. Part of the challenge will be to consider all the ways units contribute, rather than having FTE as the prime driver of RCM (e.g., to include research in the budget model, as other universities have done). Another challenge will be to find ways to reward interdisciplinary work and to consider some revisions to the Kent core.

President Warren also indicated that, as part of the comprehensive campaign, the university received a $2.5 million gift from the Margaret Clark Morgan Foundation to endow the Director’s position in the Fashion School. The hope is that the campaign will lead to more endowed chairs and endowed professorships. Larry and Sandy Armstrong will be leading the volunteer Executive Committee for the campaign.

President Warren reported that the Ohio legislature budget proposal does not include additional funds for higher education. A requirement for textbooks to be included in tuition was removed from the bill. Universities will have some flexibility in tuition charges as long as they guarantee tuition costs to entering freshmen for 4 years of study; KSU is evaluating whether to adopt this model.
President Warren thanked the Provost Review Committee, stated that she would soon be receiving their report, and indicated that she will provide a public report to the faculty. She gave a commencement address at Effat University, a women’s university in Saudi Arabia, on May 4, and shared with that audience some of the lessons learned from May 4th. CNN did a documentary segment on May 4th which has not aired yet. Due to construction, a ceremony to commemorate national historic landmark status for the May 4th site has been delayed until Fall 2017 when there will also be a grand reopening of the May 4th Center.

Senator Uribe-Rendon asked what the future plans are for support of Tenure Track faculty research through the offices of Research and Sponsored Programs and the Office of Corporate Foundation, given the importance of research at the university. He also noted that research support varies across the university. President Warren stated that VP for Research DiCorleto has formed a Research Advisory Group to help with developing research infrastructure, and she noted that dedicated research officers in colleges can play an important role in assisting faculty who are seeking research funding. Deans will need to consider how their colleges could fund these positions. There will likely also be some seed funding of research in connection with the 5 proposed research centers. VP DiCorleto added that Research Council recently requested applications to support collaborative projects linked to strategic directions. He also noted several staff have recently left corporate foundations, so there is a need to hire in that office. President Warren suggested Research Council might want to consider awarding fewer but larger grants as that may have more impact on advancing a faculty member’s research. Senator Roxburgh asked about the differential in summer tuition costs between Kent and Regional Campuses (RC), noting that it was impacting enrollment on the Kent campus. Provost Diacon stated that there has been a near equalization of tuition across campuses, not for summer classes, but for those classes taught fully online. Face-to-face classes continue to incur different tuition charges at Kent and RC campuses.

7. Elections: Committee on Administrative Officers (CAO)

Elections were held for two positions on CAO, one of which is for a member of Faculty Senate and the other for any faculty member. Prior to the vote, Chair Smith announced that Senator Vande Zande had withdrawn her nomination. Terrance Uber (Senate seat) and Kimberly Cleveland (non-Senate seat) were elected.

8. Reports:

   a) FaSBAC Annual Report (Given by Mark Polatajko, Senior Vice President of Finance and Co-Chair of FaSBAC)

VP Polatajko shared the recommendations from the RCM 2.0 subcommittee of FaSBAC which he co-chaired with Faculty Senate Chair Smith. The subcommittee included faculty, administrators, and a dean. The group met 4 times this past year, and they focused on parameters that influence funding: SSI allocation, tuition and fee split among units, scholarship allocation, and a funding mechanism for research. One recommendation from the subcommittee is to evaluate further the merits of performance budgeting, and in this work, they would like to consult with John Lombardi and to consider whether the current budgeting model aligns with desired outcomes. A second recommendation is to expand the working group membership to include more deans. A third recommendation is to continue
to evaluate the current RCM budget model by testing different budget scenarios. The RCM 3.0 group will be charged with considering both short-term fixes and long-term solutions.

Senator Roxburgh asked co-Chair Smith how the recommendations from RCM 2.0 differed from ideal outcomes. Senator Smith indicated they went into their work hoping to find a few tweaks that could be done to address structural problems, but realized any changes that helped one college might simply disadvantage another. This led to the realization that the university might need to consider alternative budget models and to learn more about what other universities do. As a short-term fix, it was recommended that the Provost use his discretion in reallocation of the new funds that will be reallocated to the academic sector rather than simply reallocating them proportionately. The reallocations could then be directed to support the mission and address structural problems in the funding formulas. Another idea considered was to shift some of the fund balances from outside the colleges to zero out the negative balances in those colleges that are in the red, but that the proposal was not supported by the Provost and was voted down by the committee. Senator Kerns asked for more information on the third recommendation (evaluation of RCM model), as well as what will happen to fund balances. Chair Smith indicated that fund balances will be looked at next year, and that one idea she has suggested is to consider capping the size of fund balances for a service unit, with amounts over the cap reallocated back to the colleges. Regarding evaluation of the model, Chair Smith noted that the formula for distributing SSI has not changed, even though the state has changed how that money is allocated (e.g., from full-time enrollment to on-time graduation, etc.). For scholarships, colleges pay a proportional share based on enrollment and not on how many students in their college receive scholarships, so some colleges are subsidizing scholarships for students in other colleges. Senator Wilson suggested that there is a need to make some changes so that the formula considers research productivity as well as FTEs, but no formal proposal has been made yet. VP Polatajko’s office can run some different models to see how options would play out. VP Polatajko added that there have been discussions with unit heads to find out what the plans are for using the current fund balances to see whether some of them are already committed to projects. He also noted that the fund balances help the university with its financial ratings. He also stated his office will look into modeling SSI in line with how it is allocated by the state, and to model charges for scholarships with how those are distributed by college, to evaluate how these changes would affect budgeting.

b) FlashFolio Review Results (Given by Susan Roxburgh, Chair Professional Standards Committee; PSC)

Senator Roxburgh reminded senators that they had received the committee report (see attached), and mentioned Judy Lightner and Kevin Van Bell were present to also answer questions. The PSC was asked to review FlashFolio to see how users are experiencing this relatively new system. In December, faculty received a request for input about FlashFolio, and the PSC reviewed the responses, which were grouped into the following categories: user friendliness, organizational issues, functionality issues, notification and communication, and miscellaneous. Senator Roxburgh indicated she would later make a motion regarding transparency, and asked whether there were question on other topics.

Senator Kerns commented that for some concerns, the handout indicates a change cannot be done, and she asked whether that was due to cost or a limitation of FlashFolio. Ms. Lightner indicated that FlashFolio is a general system used by many universities, and therefore it was not tailored specifically to KSU’s needs. She also stated that the vendor
(Interfolio) has been willing to hear concerns and has often been able to make some changes. Senator Kerns also expressed concern for the difficulty of accessing files for multiple people. Ms. Lightner said clicking on the evaluation tab will show all the candidates to review. Senator Kerns also noted that the organization of items within a file seems haphazard, and Ms. Lightner explained that those can be sorted by action, except for letters of recommendation which are part of the evaluation process. Senator Uribe-Rendon stated that the old system worked well, and he asked why we had moved to the new one. Senator Roxburgh said for a variety of reasons they could no longer use the old system, and when the university made the switch there were not many options to choose from. The university has been closely working with the vendor to improve the system.

Senator Roxburgh then discussed the issue of transparency. The PSC is recommending that the new system be as transparent as the old one. Greater transparency increases accountability for both faculty and administrators who are submitting evaluations, improves the flow of communication, provides models for files (e.g., people can see files of other candidates applying for Professor to help judge their own readiness), and makes it easier to monitor compliance.

A motion was made to request that the transparency of FlashFolio mirror that of FolioWeb as closely as possible (Fenk). Senator Piccirillo-Smith stated that being able to see others’ files is also important for NTT faculty. Senator T. Walton-Fisette pointed out that seeing how others write ballots is helpful for people having to write ballots for the first time. Senator Uribe-Rendon suggested that seeing administrator ballots can shed light on how they see the future of the university. Senator Child stated that an argument presented for the lower transparency of the new system is that it more closely mirrors procedures used with the old paper system, but he argued that the increased accountability and teaching opportunities that were experienced with FolioWeb are now seen by faculty as an improvement. He also indicated that he likes the accountability it brings to faculty ballots when colleagues can see whether ballots reflect what the committee member said in the meeting. Senator Kerns wondered why administrators seem concerned about having their ballots read, and she suggested that the lack of transparency can actually increase anxiety for candidates. She also expressed concern that Chairs cannot review candidate materials once their letter is submitted. Provost Diacon said he did not have a strong opinion and thought that faculty should decide, but he also stated that the Provost’s Advisory Committee was unanimously opposed to the proposed level of transparency out of concern that some faculty members might not like it if others can view their file. Ms. Courie said Chairs can see evaluations of administrators, although Chair Smith indicated her department Chair had also indicated she was unable to access these materials. Senator Abraham stated that faculty council chairs at regional campuses also can’t see all ballots. Associate Provost Munro-Stasiuk noted that the system currently allows a faculty member to share their materials with anyone, so the choice about access rests with the faculty member, and anyone can request access from them. Chair Smith suggested that a request for access by a senior colleague to a junior colleague or NTT faculty member might not be viewed as voluntary. The motion passed.

9. EPC Items:

a) Action Item - College of Public Health: Inactivation of all departments within the College of Public Health. The inactivated departments are Social and Behavioral Sciences; Health Policy
and Management; and Biostatistics, Environmental Health Sciences, and Epidemiology. Effective July 2017.

Dean Alemagno indicated that when the College of Public Health was founded in 2008 there were highly structured accreditation guidelines, and KSU was required to create 5 degree programs. More recent accreditation guidelines have changed to reflect an integrated approach with interdisciplinary degrees. With 30 faculty members, it was deemed best to meet this requirement by creating a college without separate degree programs. In addition, it has been difficult for departments to constitute Promotion and Tenure Committees given the size of their faculties. A motion was made to approve the proposal (Alemagno). The motion passed.

b) Information Item - Regional College: Inactivation of Emergency Medical Services Technology major within the Associate of Technical Study degree. The degree program, offered at the Trumbull Campus, has no dedicated faculty and low enrollment over the past several years. Effective Fall 2017.

This item was listed on the agenda as an information item; there was no discussion.

10. Old Business: Summary from the Spring Forum "The Climate Study and Faculty's Impact on Others"

Senator T. Walton-Fisette thanked Senator Wilson for making the presentation at the Senate’s Spring Forum. Further, she noted that the presentation focused on how faculty influence campus climate for other faculty, students, and staff. The presentation is available to be viewed, and faculty members are encouraged to consider ways they can positively impact climate. Senator Wilson is willing to do presentations for other groups (e.g., administrators).

11. Adjournment

Chair Smith adjourned the meeting at 4:56PM.
Chair’s Remarks for May 8, 2017 Senate Meeting

I’d like to spend the majority of my remarks today extending much deserved thanks to those who have completed their service to Senate and congratulations to those who will be joining Senate in AY 17/18.

First, I’d like to extend thanks to the outgoing Senators: Kim Garchar (Stark), Jay Jahangiri (Geauga), Jihyun Kim (Arts), Thomas Norton-Smith (At-large), Larry Osher (CPM), Arden Ruttan (A&S), David Smeltzer (CCI), Roberto Uribe-Rendon (CAEST), Don White (A&S). Your years of service to the Faculty Senate are greatly appreciated.

I’d like to also take this moment to congratulate the newly elected Senators and previously elected alternates who will be stepping up to complete Senate terms that have been vacated: Jeff Ciesla (A&S), Jennifer Cunningham (At-Large), David Kaplan (A&S), Rocco Petrozzi (CPM), James Seelye (Stark), Blake Stringer (CAEST), Zhiqiang Wang (Geauga).

I’d like to thank the outgoing members of the Executive Committee: Tracy Laux (At-large), Chris Fenk (appointed), and Theresa Walton-Fisette (appointed). Your advice and council this year has been very much appreciated.

At our April meeting, we re-elected Kathy Wilson as Senate Vice Chair, Kathy Kerns as Senate Secretary, and myself as Senate Chair. We also elected Ed Dauterich as At-Large member of the Executive Committee. I’m pleased to announce that the incoming Executive Committee will be rounded out by Senators Farid Fouad (East Liverpool) and Robin Vande Zande (Arts) who have graciously accepted appointments to the Executive Committee for AY 17/18.

I’d like to thank Mark Polatajko and the members of the Faculty Senate Budget Advisory Committee (FaSBAC). Although I was a bit disappointed that FaSBAC did not accept all of the recommendations coming out of the RCM 2.0 working group, it was definitely a productive year. I’m confident that both the increase in transparency and momentum for change that have developed the last couple of years will continue into AY 17/18. We’ll have a report from FaSBAC later in the agenda.

I’d like to thank Provost Diacon, Therese Tillett and the members of Educational Policies Council for a productive year of curricular reviews and actions. I hadn’t previously been on this committee and I’ve learned a lot about the curricular process this year.

I’d like to thank the members of the Committee on Administrative Officers for their service during what has been an extremely busy academic year. We aren’t quite done yet; we still have the finalists for the Geauga Dean position to interview next week. With any luck, next academic year will be a bit slower for this committee.

I’d like to thank Susan Roxburgh and the members of Faculty Senate’s Professional Standards Committee for their work this year on the revision to the Office Hour policy and the FlashFolio review. We’ll have a report on the FlashFolio review later in the agenda.

I’d like to thank the members of the University Libraries Advisory Committee and especially Senator Theresa Walton-Fisette. Your work this year was greatly appreciated.

I’d like Kathy Wilson and the members of Faculty Senate’s Committee on Committees for their service this year and for putting together such a great membership list for the various committees overseen by the Faculty Senate.
I’d like to thank Senator Lee Fox for her service this year as our representative to Ohio Faculty Council (OFC). The issues that the OFC has been asked to tackle this year have ranged from the truly mundane to the fairly terrifying. It’s been a tremendous comfort knowing that we have someone representing us on this important State-wide faculty body with so much institutional memory and who is more than willing to speak out on important issues. Executive Committee will have the unenviable task of replacing Lee as our OFC representative for next year. If any Senators present would be interested in stepping up to the plate, please don’t hesitate to contact me.

I’d like to remind the Senators that, per changes we approved to our Charter and Bylaws last year, the July Senate meeting is now optional and will be held only if deemed necessary by the Executive Committee. At this point, I don’t foresee a need to hold the meeting tentatively scheduled for July 17th. Should that change, we will give Senators and Ex-Officio members ample advanced notice.

In closing, I like to share just a few remarks about one of the stranger things relating to Higher Ed to come out of Columbus in a while. As you may recall, our State legislators have expressed concern about the high cost of textbooks—a concern that we as faculty all share but have relatively little control over. I’m pleased that our legislators have scrapped an idea that would have passed on to Kent State University millions of dollars in textbook and materials costs without any additional funding to compensate for these costs.

However, a bill recently passed by the Ohio House (Am. Sub. HB 49) includes a provision that would require every faculty member who assigns a textbook to file a financial disclosure form listing names of immediate family members, any gifts received from persons who sell textbooks, and the source of any funds for travel, meals or drinks paid for during a “panel, seminar, or speaking engagement.” This doesn’t just pertain to faculty members who assign a textbook that they themselves have authored. It applies to all faculty who assign a textbook in any class.

The suggestion seems to be that faculty members are receiving gifts and other kickbacks from publishers to adopt expensive textbooks. I suspect that there is a whole lot of projection going on on the part of the House members. In my twenty years as a faculty member at KSU, I have never once been offered that sort of incentive from a publisher to adopt one of their textbooks. While I have interacted with various publishers at professional conferences, the single biggest “gift” I have ever received would have to be a refrigerator magnet with the publisher’s contact information on it.

It is not clear what the representatives who voted to approve this House Bill hope to accomplish with this provision. It won’t do anything to actually lower the cost of textbooks. If my experience with textbook publishers is at all typical (and I suspect that it is), it won’t even reveal any undue collaboration between faculty and textbook publishers. What it will do is create the need for a bureaucratic structure to determine what exactly counts as a textbook, determine which faculty members are assigning textbooks, ensure that those faculty are submitting the required financial disclosure form, and review the submitted forms. I encourage you all to contact your State Senators and ask them to oppose this provision. Legislators who truly care about the cost of higher education for students and their families in Ohio should instead be working to ensure that the State adequately funds its great colleges and universities. Sadly, that doesn’t seem to be on the table in this budget cycle.

Thank you.
I will now entertain any comments, questions, or complaints.
Chair Smith
MEMO

FlashFolio Review

April 28, 2017

To: Faculty Senate Executive

From: Professional Standards Committee

At our first meeting in the fall semester, Chair Deb Smith charged Professional Standards with completing a user’s review of FlashFolio. In December, we sent an e-mail to all faculty requesting feedback regarding their use of FlashFolio. The spreadsheet that follows is the result of that request. The spreadsheet is a summary – verbatim comments are in italics – of all the responses that were received. It is organized into six categories: transparency, user friendliness, organizational issues, functionality, training issues, notifications, and miscellaneous.

After the results had been compiled and analyzed, the Chair of PSC met with the FlashFolio committee in March to review. The FlashFolio committee (Kevin Van Bell, Chair) is an offshoot of the original RFP committee which selected our current vendor. They meet every two weeks to discuss user issues and review their work with the vendor. The third column of the spreadsheet includes the results of discussion with the FlashFolio committee and their input on possible solutions and in some cases, ongoing discussions with the vendor about improvements.

Based on our review, PSC recommends that Faculty Senate consider a resolution that requests that the transparency of Flashfolio be improved so that it more closely resembles the transparency that was available on the previous Folioweb system.

Respectfully submitted,

Professional Standards Committee

Susan Roxburgh (Chair)
Christopher Fenk
Kimberly Garchar
Oana Mocioalca
Thomas Norton-Smith
Kara Robinson
Joanne Trzeciak Huss
Gina Zavota
<table>
<thead>
<tr>
<th>Type of Problem</th>
<th>Specific Problem/Issue</th>
<th>Response</th>
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| Lack of Transparency  
(N=11/29) | Inability to see own ballot once it’s submitted                                      | Recommend that Faculty Senate pass a resolution requesting that the transparency of Flashfolio mirror that of Followeb as closely as possible. |
|                 | Inability to see previously submitted ballots.                                      | Concerning ballots submitted, an evaluator can see their ballot submitted in the previous year (and all other materials that were part of previous year’s evaluation). However, the current system does not allow for a review of a ballot once it’s been submitted. |
|                 | Inability to see other ballots (CAC and department)                                  | Given the current level of transparency, we recommend that evaluators save their ballots in a doc or excel spreadsheet.                  |
| User Friendliness | Too many clicks (multiple respondents). Sample comment: *I have to click so many times on so many different links in order finally to get access to a document, such as a vita or a narrative statement.* | Discussions about improving this are ongoing with our vendor.                                                                         |
|                 | Font size: e.g., menu that lists all of the candidate’s files is rather small.        | This issue can be solved by zooming in.                                                                                                                                                               |
|                 | Letters from external reviewers are hard to find.                                    | External letters now appear in the section below the faculty uploaded documents (e.g., CV, Narrative, SSI’s, etc).                                                              |
|                 | Text editor sometimes changes format of text.                                         | This may be a specific user issue – generally speaking, the system doesn’t change formatting.  |
|                 | Too many windows need to be opened to review a single file.                          | Because we use an activities-based system as an upload system, this is necessary.                                                                                                               |
|                 | The 5 p.m. deadline seems arbitrary. Why is it not midnight of the day the submission is due? | This is required because of staff availability.                                                                                             |
Can't convert PDF's with links in them on MAC

This problem is independent of FlashFolio. Converting the document to a pdf on a PC (or PC window) is the best solution.

Make it so you don’t have to select the semester and year for each type of item added, given that you’re already within the specific submission.

Proprietary coding default issue.

Have the URLs generated bear some resemblance to the original file name for each file so, again, you don’t have to keep on downloading the file again each time to check you linked to the right file: you can just hover and check the URL instead (which is currently just a long string of code).

String has to be unique.

Simplify the process for sharing your submission with someone i.e. just have a button right there on the top-level page for the submission.

This functionality has been requested.

What is the function of the box with the big label saying ‘don’t click this’ at the top of the screen?

This is a necessary design feature given some unique features of our use of the system.

Organizational Issues

There's a lot of scrolling down when vetting files, especially for appeals cases. Rather than embedding appeals materials way down in the long list of votes/items/actions, I think it would be more efficient to have a heading in the items column for appeals (up there with Narrative, CV, SSL's, etc.).

This can be done by sorting on name of process (e.g., ‘appeal’) or name of candidate.

Enable the user to reorder files uploaded under a category e.g. ‘Other supporting documents’ once those files are in the system.

Can’t be done.

Have an option to preview files uploaded rather than having to download them each time to view them and check they’re correct (N=2).

Because we use an activities-based system as an upload system, this function can’t be added.

Be able to give URLs uploaded a file name too.

See above – unique identifiers assigned by the system.
Functionality

If the files are identical, would it be possible to avoid submitting the same materials twice for tenure & promotion? This functionality has been requested.

Once a personnel action is completed, although one can view the files from that action, one can no longer see the links to the individual files. So for example if I wanted to link to any of the documents I uploaded from a previous promotion or review, I could not do so unless I had already saved the links in another document. There is no way to access the links to individual items on FlashFolio.

Kevin Van Bell will follow-up.

Would it be possible to download everything at once? The way it’s set up now, it is easy to overlook portions of the review and difficult to find documents you’ve already looked at and then saved or closed.

Kevin Van Bell will follow up on this issue.

Addition of FTNTT Professional Development Proposals? This is in development.

Training Issues

It would be nice to have the ability to create training documents that are tailor-made for unit or for training session. Judy Lightner will work with units to create tailor-made documents.

Notifications & Ex-communication issues

Because there are no email notifications that a review is complete, I missed the deadline to appeal my promotion denial.

This is an older issue – notifications have been turned on.

Could the candidate be notified when materials are added? This is an older issue – notifications have been turned on.

Notifications look like phishing messages. Has been fixed.

CAC members reviewing a lot of files receive too many e-mails – could these be batched? (multiple) Has been fixed – only one e-mail per action is sent.

Multiple requests are not labeled specifically: When I login to FlashFolio, I see anywhere from 6 to 12 entries, most having exactly the same title, namely ‘Complete Evaluation: College Advisory Committee Review and Ballots’. To find out what is in each one As an evaluator with multiple evaluations, please click on the fourth option “Evaluations” on the teal column on left of the Dashboard screen. While the Dashboard Action Items links do not
Miscellaneous

Takes too long to see the results of my reappointment. Example: library sciences: deadline for Dean is late October but comments were not available until January. We conveyed our concern about this after the first year the system was in place and were told that there would be changes to the system and this year the same thing happened again.

Workload tracking: I wish there was a feature on FF that would allow me to select something like ‘department colleague’ (as opposed to ‘yes’, ‘yes with reservations’, ‘no’), so that those in my department would disappear from my FF workflow once I’ve selected “department colleague.” For faculty in large departments with many evaluations to write, this feature would help me track my workflow more efficiently.

Folios are grouped by action P, T, RC, Kent etc. Yet the grouping is not apparent when one looks at the listing on flashfolio—ie. I have to open 3-4 lists before I actually find the group of faculty (e.g., RC Tenure only) I am looking for. It would be easy to make this apparent in the listing that appears—ie. ‘RC Tenure’, or ‘Kent BScI Reappointment’, or ‘Kent Promotion to Professor’.

Provide detailed information, clicking on “Evaluations” will give you much more information. This is explained in the training documents.

This problem is specific to some units with unique organizational features. There is no one obvious solution.

This issue comes up largely in the case of evaluators who inadvertently vote twice—through training and CAC orientations, faculty need to be reminded that if they have voted at the department level, they do not vote again at other levels in the review process (e.g., CAC)

For evaluators with multiple evaluations, please click on the fourth option “Evaluations” on the teal column on the left of the Dashboard screen. While the Dashboard Action Items links do not provide detailed information, clicking on “Evaluations” will give you much more information. Please refer to training document.
In accordance with Faculty Senate Bylaws, I formally convey to you, with this memorandum, the following motions passed on 15 May 2017 by the Educational Policies Council for appropriate review by the Faculty Senate. Although the Senate may not want to review these items, it is helpful to have the Senate's consideration.

1. **College of the Arts**: Establishment of a Musical Theatre major within the Bachelor of Fine Arts degree in the School of Theatre and Dance. The program currently exists as a concentration within the Theatre Studies major. Effective Fall 2018 pending final approval. Proposal

2. **College of the Arts**: Establishment of a Theatre Design, Technology and Production major within the Bachelor of Fine Arts degree in the School of Theatre and Dance. The program currently exists as the Design/Technology concentration within the Theatre Studies major. Effective Fall 2018 pending final approval. Proposal

   With the establishment of two majors listed above, the Theatre Studies major within the Bachelor of Fine Arts degree will be inactivated. The Theatre Studies major within the Bachelor of Arts degree will continue to be offered.

3. **College of Communication and Information**: Revision of name of the Photo Illustration major within the Bachelor of Fine Arts degree in the School of Visual Communication Design. The name changes to Photography. Effective Fall 2018. Proposal

EC: Todd A. Diacon, senior vice president for academic affairs and provost
Teresa L. (Tess) Kail, secretary, Faculty Senate
Karen M. Keenan, project director for academic affairs
Emily S. Myers, assistant to the senior vice president for academic affairs
Office of Curriculum Services
Division of Graduate Studies
Faculty Senate Executive Committee
Minutes of the Meeting
April 24, 2017

Present: Deb Smith (Chair), Kathy Wilson (Vice Chair), Kathy Kerns (Secretary), Theresa Walton-Fisette (Appointed), Chris Fenk (Appointed), Tess Kail (Office Secretary)

Excused: Tracy Laux (At-large)

Guests: Vice President Witt, Senior Vice President Polatajko, Vice President Ritchey

1. Call to Order

Chair Smith called the meeting to order at 3:06PM in the Faculty Senate Office.

2. Approval of Minutes

   a) The committee reviewed and made corrections to the April 19, 2017 Faculty Senate Executive Committee meeting minutes. A motion was made to approve the minutes (Fenk/Walton-Fisette). The minutes were approved.

   b) The committee made minor wording changes to the previously approved draft of the April 10, 2017 Faculty Senate Meeting minutes. A motion was made to approve the revised minutes (Wilson/Fenk). The minutes were approved.

3. Nomination of Candidates for Committee on Administrative Officers (CAO)

Chair Smith presented a slate of candidates for the two open elected positions on CAO for AY 17 – 18. Nominees for the Faculty Senate seat are Richard Mangrum, Terrance Uber, and Robin Vande Zande. The nominees for the second (non-Senate) seat are Kimberley Cleveland, Oliver Ruff, and Mark Whitmore. A motion was made to approve both slates (Walton-Fisette/Wilson). The motion was approved.

4. Item from April 17, 2017 EPC Meeting

EPC had voted to inactivate all departments within the College of Public Health (Social and Behavioral Sciences; Health Policy and Management; Biostatistics, Environmental Health, and Epidemiology) effective July 2017. The departments will be merged into a
single unit. The change is intended to foster the development of interdisciplinary courses, reduce the number of administrators and levels of administration, and provide for a larger pool of people for RTP committees. A motion was made to include this item as an action item at the May Faculty Senate meeting (Fenk/Kerns). The motion was approved.

5. Review of Agenda for May 8, 2017 Faculty Senate Meeting

Chair Smith distributed a proposed agenda for the May Faculty Senate meeting. After a few revisions, a motion was made to approve the agenda (Wilson/Fenk). The motion was approved.

Vice President Witt, Senior Vice President Polatajko, and Vice President Ritchey joined the meeting.

6. Discussion about Human Resources (HR)

The Executive Committee had invited (relatively new) VP Witt to the meeting to discuss his vision and plans for Human Resources. Senior VP Polatajko and VP Ritchey also attended. Senior VP Polatajko indicated that HR is now a part of Finance and Administration, and that customer service is a core part of that division’s mission. VP Witt indicated that he has been assessing strengths, opportunities, and problems in HR. He noted areas of strength include training and development programs, wellness, compensation analysis, talent acquisition, and compliance. He stated future goals include improving responsiveness, communication, and employee problem solving. Chair Smith posed some questions and noted faculty concerns about HR. The latter mostly centered on hiring procedures, and customer service regarding employee requests for information about benefits. VP Ritchey discussed hiring procedures and the roles of different parties at Regional campuses. One suggestion that emerged from the conversation was to have HR create a document that would lay out the roles and responsibilities of all parties in the hiring process. Greater communication about procedures could increase transparency and avoid misunderstandings.

Vice President Witt, Senior Vice President Polatajko, and Vice President Ritchey left the meeting.

7. Adjournment

The committee adjourned at 5:27PM.

Respectfully submitted by Kathryn Kerns
Secretary, Faculty Senate
Faculty Senate Executive Committee
Minutes of the Meeting
May 17, 2017

Present:  Deb Smith (Chair, continuing), Kathy Wilson (Vice Chair, continuing), Kathy Kerns (Secretary, continuing), Tracy Laux (At-large, outgoing), Theresa Walton-Fisette (Appointed, outgoing), Chris Fenk (Appointed, outgoing), Ed Dauterich (At-Large, incoming), Robin Vande Zande (Appointed, incoming), Farid Fouad (Appointed, incoming), Tess Kail (Office Secretary)

Guests:  President Warren, Provost Diacon

1. Call to Order
Chair Smith called the meeting to order at 3:05PM in the room 222 of the Library.

2. Approval of Minutes
Members of the outgoing executive committee reviewed and made corrections to the April 24, 2017 Faculty Senate Executive Committee meeting minutes. A motion was made to approve the minutes (Wilson/Fenk). The minutes were approved.

3. Board of Trustees Meeting
Chair Smith has been invited to speak at the next Board of Trustees meeting on May 31, 2017. She asked for feedback on the proposed topic for her remarks, and some suggestions were made. Chair Smith also reminded members of executive that their meeting with Board Chair Pollack is scheduled for 3PM that day.

4. Items for the President and Provost
Chair Smith presented a proposed agenda for the discussion with the President and Provost, which was discussed.

5. July Faculty Senate Meeting
Chair Smith noted that the July Faculty Senate meeting is now optional, and there currently do not appear to be any items that require action before September. She recommended
canceling the July 17, 2017 meeting. A motion was made to cancel the meeting (Dauterich/Vande Zande). The motion was approved.

6. Dates for Faculty Executive Committee Meetings

The new Executive Committee members scheduled their next meeting for June 12, 2017 at 3PM. At that meeting, the committee will approve a schedule of meetings for the 2017-2018 academic year.

7. Appointments to FaSBAC

Chair Smith announced that terms for 3 members of FaSBAC are expiring, and she had asked whether the members are willing to stand for a second term. All had agreed to serve again. A motion was made to appoint Hai Dinh, Kathy Wilson, and Mark Lyberger to another 3 year term starting in Fall 2017 (Dauterich/Fouad). The motion was approved.

Provost Diacon arrived at the meeting.

8. Upgrades to the Governance Chambers

Chair Smith asked whether the Governance Chambers could be upgraded to have a built-in laptop and projector (as is done in classrooms) and more electrical outlets. Provost Diacon agreed the space needs renovation and indicated he would look into it.

9. Discussion of EPC Matters

Provost Diacon indicated that in the past an ad hoc EPC Committee had been appointed to examine curricular policies, and the plan is to appoint a new ad hoc committee this Fall to consider additional policy changes. There was also discussion of whether EPC might operate better as a single council rather than having separate Undergraduate and Graduate Councils, and of how to promote more in-depth review of items at EPC.

President Warren joined the meeting.

10. Voluntary Separation Plan for Faculty

Provost Diacon indicated that a voluntary separation plan for TT and NTT faculty members has been developed and will be presented to the Board of Trustees for approval at their May meeting. The intent of the plan is to free up faculty salary funds that could be used to hire new TT faculty who can support the university’s research mission and increase the total number of TT faculty. A concern discussed was that the financial incentives that will be offered to NTT faculty are substantially lower than what is offered to TT faculty. The
President agreed to discuss the NNT plan further, although it was noted that the goal is to encourage TT faculty retirements as that will produce more costs savings for the program.

11. Faculty Senate Spring Forum

Chair Smith shared information about the Spring Forum, at which Kathy Wilson presented findings from the recent Climate Study that focused on how faculty members impact campus climate. She suggested administrators might benefit from a similar presentation that focuses on their impact on campus climate. Provost Diacon agreed, and indicated they would try to schedule Kathy Wilson to make a presentation.

12. Best Places to Work

Provost Diacon indicated that the KSU-Kent campus was one of 60 universities on a list of 800 great places to work.

Provost Diacon left the meeting.

13. Centers for Research Excellence

President Warren shared information on how faculty members have been involved in the development of the new Research Centers. She suggested that VP for Research DiCorleto could attend a Faculty Senate Executive Committee meeting to provide more information about the development of the new centers.

14. New University Graduation Ceremony

President Warren asked for feedback on the new, university wide graduation ceremony, including how to further increase student involvement. Some suggestions were offered.

President Warren, Chris Fenk, Tracy Laux, and Theresa Walton-Fisette left the meeting.

15. Faculty Load Lifts for Members of Faculty Senate Executive Committee

A plan for how to distribute course release time for members of the Executive Committee was developed. Chair Smith will follow up with department chairs to request the course release time.

16. Adjournment

The committee adjourned at 5:24PM.

Respectfully submitted by Kathryn Kerns
Secretary, Faculty Senate
1. Call to Order

Chair Smith called the meeting to order at 3:03PM in the Faculty Senate office.

2. Approval of Minutes

   a) Members of the executive committee reviewed and made corrections to the May 8, 2017 Faculty Senate Meeting minutes. A motion was made to approve the minutes (Dauterich/Wilson). The minutes were approved. Chair Smith will follow up to check what actions the university has taken in response to Faculty Senate votes to approve (1) increased transparency for FlashFolio and (2) the cancellation of classes all day on the Wednesday before Thanksgiving.

   b) Members of the executive committee reviewed and made corrections to the May 17, 2017 Faculty Senate Executive Committee meeting minutes. A motion was made to approve the minutes (Fouad/Wilson). The minutes were approved.

3. Faculty Senate Executive Committee Meeting Dates for AY17-18

The committee discussed possible meeting dates of the executive committee for the 17-18 academic year. Chair Smith will contact the President and Provost to check their availability before finalizing the dates.

4. Nominees to Committees

   a) The executive committee discussed potential nominees for the Faculty Senate Committee on Committees. A motion was made to approve the proposed slate (Dauterich/Fouad). The motion was approved. Chair Smith will contact nominees to see whether they are willing to serve.
b) The executive committee discussed potential nominees for the EPC Undergraduate and Graduate councils. A motion was made to approve the proposed slate (Wilson/Dauterich). The motion was approved. Chair Smith will contact nominees to see whether they are willing to serve.

5. EPC Items from May 15, 2017 meeting

a) Chair Smith recommended that two items from the School of Theater and Dance (College of the Arts) that were approved at the May 15, 2017 EPC meeting be placed on the agenda for the next Faculty Senate meeting. These items involve establishment of a Musical Theatre major and establishment of a Theatre Design, Technology and Production major, both within the Bachelor of Fine Arts degree. A motion was made to place these items on the agenda for the September Faculty Senate meeting (Fouad/Wilson). The motion was approved.

b) The other EPC item from their May meeting involved changing the name of a major in the College of Communications and Information from Photo Illustration to Photography. A motion was made for the executive committee to approve this item on behalf of Faculty Senate (Dauterich/Kerns). The motion was approved.

6. Duties for Faculty Senate Officers

Chair Smith announced that the elected officers (President, Vice Chair, and Secretary) are each writing up descriptions of their duties. The descriptions are intended to facilitate transitions when new officers are elected. The descriptions will be reviewed by the executive committee at a future meeting.

7. Updates from Committees that Report to Faculty Senate

The executive committee reviewed the list of university committees that are expected to send reports to Faculty Senate. Although committees have been reminded to send reports, most have not done so. Chair Smith will follow up with the administrators who oversee those committees to find out whether or not the committees have been meeting, and if so she will request a report from the committee.

8. Fall Retreat

The at large and appointed representatives on Faculty Senate were charged with planning the Faculty Senate Fall Retreat. There was discussion of possible topics for the retreat. There will be further discussion of topics at a later executive committee meeting.
9. Update on Ohio Faculty Council

Chair Smith and Senator Dauterich reported on the most recent meeting of the Ohio Faculty Council (OFC). The council discussed some proposals for reducing textbook costs that would involve the state purchasing textbooks for courses in the transfer model which would then be shared by students (students would get free use of the book for their class). A concern raised at the OFC meeting was that the proposal would require instructors to adopt a given textbook rather than allowing them to choose the book of their choice.

10. Adjournment

The committee adjourned at 5:32PM.

Respectfully submitted by Kathryn Kerns
Secretary, Faculty Senate
Faculty Senate Executive Committee  
Minutes of the Meeting  
July 17, 2017

Present: Deb Smith (Chair), Kathy Wilson (Vice Chair), Kathy Kerns (Secretary), Ed Dauterich (at-Large), Robin Vande Zande (Appointed), Tess Kail (Office Secretary)

Excused: Farid Fouad (Appointed), President Warren, Provost Diacon

1. Call to Order

Chair Smith called the meeting to order at 3:04PM in the Faculty Senate office.

2. Approval of Minutes

Members of the executive committee reviewed the June 12, 2017 Faculty Senate Meeting minutes. A motion was made to approve the minutes (Kerns/Dauterich). The minutes were approved.

3. Discussion of President Warren’s Memo: Follow-up to Senate Actions

In response to a query from Chair Smith, President Warren sent a memo addressing two items approved by Faculty Senate in the Spring that have not yet been implemented. The executive committee reviewed the President’s responses.

a) The President indicated she would like further discussion of the change regarding including the Wednesday before Thanksgiving as part of the Thanksgiving break (i.e., classes would no longer be held on Wednesday morning), citing concerns about the lack of time for notification and consultation. This item had been approved at the April 10, 2017 Faculty Senate meeting. The committee discussed these concerns, and concluded that there had been ample consultation through the regular approval process and that there was still plenty of time to inform faculty of the change. A motion was made to direct Chair Smith to contact the President to relay the request that the university implement the inclusion of Wednesday in the break starting Fall 2017 (Dauterich/Vande Zande). The motion was unanimously approved. Chair Smith will send a request to President Warren.
b) In response to the resolution passed on May 8, 2017 requesting greater transparency of the Flash Folio system, President Warren indicated that she would like further discussion when both she and the Provost are available, and asked that this item be on the agenda of the September 20 meeting. The executive committee concurred with this request.

4. Updates from Chair Smith

a) Senate appointed committee members: The Committee on Committees and the EPC Undergraduate Council positions appointed by Faculty Senate are now filled. Chair Smith asked for additional nominations for the EPC Graduate Council as some positions are not yet filled. Chair Smith will follow up with the nominees.

b) Chair Smith was consulted regarding a plan for Information Services to conduct a review of their operations. A three-person external committee will meet in July 2017 to review Information Services, and faculty members on the University Council on Technology will be invited to participate in the review.

c) Ohio Faculty Council (OFC) has no source of income, but wants to fund faculty awards. They are considering asking the university presidents to make a small donation to fund these awards.

d) Library Collections: A faculty member contacted Chair Smith to express concerns about proposed upcoming changes in how the library budgets for collections. The concern expressed was that the task force that proposed the changes included only members of library staff, and faculty did not have input on the changes. Chair Smith will follow up with Provost Diacon to ask who is on the task force, what has been decided, and what consultation (if any) occurred with faculty.

e) Chair Smith reported that several of the committees that report to Faculty Senate have now provided reports (University Libraries Advisory Committee, Public Safety Advisory Committee, Transportation Advisory Committee, Professional Standards Committee, and FaSBAC). None of the committees focused on students have provided reports. It was decided to ask Provost Diacon at a future meeting about some of these committees and whether they are needed if they are not currently meeting.

5. Fall Retreat

There was a brief discussion of the need to identify a venue and date for the fall retreat prior to the September 11 Faculty Senate meeting. Senators Dauterich, Vande Zande, and Fouad will work on this as well as propose possible topics for the retreat.
6. Additional Items
   
a) Chair Smith will ask Tess Kail whether she can send invites through Outlook for the Faculty Senate executive committee meetings.

b) Secretary Kerns announced that all Senate seats have now been filled (replacing some Senators who resigned in the Spring 2017 semester).

7. Adjournment

   The committee adjourned at 4:47PM.

Respectfully submitted by Kathryn Kerns
Secretary, Faculty Senate