Tuscarawas Campus Faculty Council Meeting Minutes
April 08, 2015

Faculty Present: Akpan, Auld, Baker, Brindley, Das, Fenk, Galati, Gerbig, Graff, Harding, Hediger, Hoffmann, Jewell, Jones, Keiller, Lashley, Li, McEnroe-Petitte, Minnick, Osikiewicz B., Quesada, Willey

Administrators Present: Bielski, Conrad, Donley, Greavu, Morelli

I Call to Order

Willey called the meeting to order at 4:05 pm.

II Approval of March 11, 2015 minutes

Unanimous approval of the March 11 minutes (Galati/Jones)

III Treasurer’s Report

The balance of the flower fund as of March 11, 2015 (last faculty council meeting) was $1,271.71. Since then we’ve had no withdrawals or deposits. The current balance remains at $1,271.71.

Donations of $20 are still being accepted by Akpan. You can pay by cash or check. Please make checks payable to “Tuscarawas Campus University Foundation”.

IV Chairperson’s Report

The chair’s report follows:

A. 1UC

1. The Provost presented a barely changed draft to President Warren, along with at least two dissenting notes (one by Willey).
2. The Provost’s 1UC report has many merits, but was never officially approved by the commission.
3. RCFAC will discuss the out of “draft” report on Friday, April 10. The document (the final draft/version submitted to Warren) will be circulated to faculty as soon as the Provost gives an approval.

B. Office Points/Move Requests

1. Every returning full-time faculty member should have received their office point calculation, along with a revised version of a point list and offices currently held and those that are open. Willey will communicate by next Tuesday if office moves will necessitate a move on your part, but hopefully that will not be necessary.
2. If you did notice a mistake, please still make sure to tell me so I can get everything perfect for next year.

C. FC Elections
   1. Final nominations taken from the floor (only those who are present and can affirm their assent can be added to our roster.).

   Nominations as confirmed by Don Gerbig were: Drs. Stephen Minnick, Don Gerbig and Ikpe (Justice) Akpan, for the office of Chair, Vice Chair and Secretary/Treasurer respectively. Discussion ensued.

   A motion by Auld/Li to close the nominations for the FC council for 2015/2016 academic year was unanimously approved with a vote of 22 yes, 0 no, and 0 abstentions.

   2. Elections will take place via paper ballot starting next week.
      a. Don Gerbig, Vice Chair, will be sending out results, after they are tallied by a three-person committee.
      b. Thanks to all who are willing to have their names on the ballot.

D. Faculty Professional Development Release Time
   1. Applications have been trickling in for research load for next year. Those applications are due on April 15.
   2. Senior faculty will be asked to rank applications shortly after that deadline.

E. RCFAC
   1. eSSI report from Melody Tankersley
      a. eXplorance Blue was the vendor chosen to conduct the pilot.
      b. Initial response rate (only FYE courses on Kent campus) was 61%.
      c. The pilot was expanded (several whole campuses, departments, online courses, etc.) in the Spring of 2014. The response rate dropped to 53% (though the online rate of 45% was an increase).
      d. Subsequent semesters (Summer 2014, Fall 2014) fell to 31% for online and 38% overall.
      e. The pilot will continue this semester.
      f. Faculty Senate will ultimately make the decision on whether to continue with this project or not, and Senate has indicated they are not yet ready to make a decision.
      g. RCFAC submitted some recommendations and concerns to Lee Fox as they consider whether to abandon or move forward with this endeavor.
      h. If anyone would like a copy of this report let me know.
      i. Faculty should let our Senate reps (Steve Minnick, Chris Fenk) know how you feel about the program.
   2. 160/90—The branding firm that is working with KSU has visited all campuses
(ours last week), and has completed many rounds of interviews and focus group sessions.

3. College Credit Plus: KSU is in the process of establishing MOUs with all high schools in our areas of service.

4. Awarding of Associate Degrees
   a. There will be automatic awarding of Associate Degrees to regional campus students; rather than an opt-in, this is an opt-out system.
   b. For the degree to be awarded, students will have been admitted through a regional campus and still be taking at least one course on a regional campus.
   c. 1663 students are currently eligible, and each campus is validating these students.
   d. This is relatively common around the country, and it has been linked to higher rates of completion for students.

5. University Faculty Handbook: It is possible that the University Handbook could be approved by the end of this semester, in which case we would need to have our five sections completed and approved by the end of Fall 2015.

V Faculty Senate Report – No report

VI Committee Reports

Standing Committee Reports

A. Academic Affairs:
   McEnroe-Petitte reported that the committee has reviewed and approved the following curriculum proposals: Theater Minor, COMT and ITAP that are discussed further under new business at today's meeting.

B. Faculty Affairs

   Osikiewicz B. reported that the committee continues to work on the handbook. The committee is meeting on Friday to revise Section V of the handbook and also make any additional changes to any of the previously revised sections.

C. Electronic Communications

   Li reported that, ECC met on March 18, 2015 with two items on its agenda. One was to finalize the recommendation to the Dean on the prioritization of computer refresh. The other was to review and complete the rest of charges given to ECC.

   1. Computer Refresh: In order to help the Committee members have accurate information on the computer refresh, Shannon Bailey was invited to the meeting. Shannon reported that 42 faculty members had signed up for computer refresh at the recent Computer Fair. Among those who had identified their choices, 19
selected Surface Pro, 15 picked desktop, and 8 chose MacBook Pro. Based on this information and the fact that the campus did not receive any grants for the computer purchase, all the attending members agreed unanimously on its recommendation to Dean Bielski.

Given the existing financial conditions, the ECC recommended that the Surface Pros be purchased immediately and the desktops and MacBook Pros be bought either at the end of this semester or at the beginning of the next fiscal year. The ECC also recommended that all the classroom instruction station computers be replaced as soon as possible. The recommendations were presented to Dean Bielski on March 19. By conducting the survey on Faculty Technology needs and presenting the recommendation on computer refresh to Dean Bielski, the ECC fulfilled the first two charges given to it at the beginning of the academic year.

2. The ECC discussed and approved actions planned to fulfill the rest of the charges.
   a. Charge 3: Consider the forecast and plan for the short-term future of pedagogical needs as they pertain to instructional technology for the classroom.
      • Action: A. 10 new projectors with wireless connection capabilities would be purchased next year so that functions of the new computers especially the Surface Pro, could be fully utilized to meet pedagogical needs.
      • B. The search for a new IT user technological support analyst had been conducted and the hire would be made soon.
   b. Charge 4: Advise on the need for and enhancement of electronic security for faculty and staff and students.
      • Action: The Network Services had been working on the security blog that would allow faculty members to receive alerts on potential security threats.
   c. Charge 5: Continue to update, improve, and oversee faculty web pages, encouraging faculty to participate.
      • Action: The Network Services had taken pictures for faculty members that might be used to establish faculty profiles and build faculty webpages.
   d. Charge 6: Continue to offer workshops based on faculty's technological needs, including the use of VDI, the new platform for faculty web pages, the use of social media by faculty and relevant policies and advice on such use.
      • Action: The Network Services had planned to offer workshops on the VDI, webpage building, and other subjects.

e. **Library**
   Hediger had no new report but reminded about the library’s collection of core texts. Faculty who would like to donate books can still do so.

f. **Student Affairs** - Jones reminded about the student research colloquium
scheduled for Apr 13, 2015.

Ad Hoc Committees

A. Guest Lecture Committee – Please remember as you plan classes for the fall that the Guest Lecture Committee takes requests for speakers on a rolling basis. This committee awarded a handful of speaker fees this past year.

B. Diversity Committee – Today was A Taste of the World, and it was truly a campus effort and very well attended. Thanks so much to everyone who helped. Also, Heritage Week will take place during the third week of October for the fall, so consider how you can include Diversity in your fall courses around that time.

C. Service Learning
Harding is working with Pam Patacca to launch the new website for Community Engagement. There will be links for Service-Learning and Civic Action. On the Civic Action page, there will be volunteer opportunities as well as information about our campus’s Lion’s Club. All the forms for SL will be available online as well as an information page specifically for community partners. ‘Community Engagement‘ is also getting its own email- content will be forwarded to the current coordinator.

If you were involved with SL this past year, please remember to RSVP to Cyndi Supers regarding the luncheon April 29th.

VII Unfinished Business - no unfinished business.

VIII New Business

A. Report on Program Coordinator, Mentor, and other Administrative Roles
   1. Discipline Coordinator:
      - Dean Bielski discussed the need to appoint discipline coordinators for some of the programs on our campus. The three program areas identified for the initial phase include English, Mathematics and Science, and the Honors program.
      - The post will carry load release/equivalency ranging from 1 – 6 hours.
      - Carla Barker will soon email the application forms; interested faculty should submit an application and go through the selection process.

   2. Mentor
      - Faculty mentors, one each for TT and NTT will be appointed. The appointees will be of senior ranks, for the purpose of supporting faculty in presenting dossiers for RTP reviews and other relevant support. This does not replace individual mentors.
3. Administrative Roles:
- This will unfold as need arises.

B. Theater Minor Proposal

A motion by McEnroe-Petitte/Quesada asking the faculty council to support the introduction of two new minors at TUSC campus was unanimously approved with a vote of 22 yes, 0 no, and 0 abstentions.

C. COMT C147 Computer Applications Support Certificate Inactivation Proposal

A motion by Auld/Lashley asking the faculty council to support inactivation of COMT C147 (Computer Applications Support Certificate) was unanimously approved with a vote of 22 yes, 0 no, and 0 abstentions.

D. ITAP Online Medical Billing Certificate Proposal

A motion by Keiller/Hoffman asking the faculty council to support the change of ITAP Online Medical Billing Certificate program to 100% online, given the flexibility it offers students/prospective students was unanimously approved with a vote of 22 yes, 0 no, and 0 abstentions.

IX Administrator Reports

A. Dean’s Report: Dean Bielski reported that:

1. The University will continue to move forward with a wealth of enrollment initiatives. In the past year, our e-marketing strategies has been greatly improved with 7 Twitter accounts, 1 Instagram, 10 Facebook accounts and to date have created two testimonial videos. Would like to have Faculty testimonials next. Many of these ideas were generated in the GEM task force discussions.
2. Web page redesigned; making it much more user friendly and intuitive.
3. Spending on both traditional media and new media has increased; Facebook and TWC are examples; creating new pathways with Buckeye.
4. Created a strategic enrollment group, tasked with reviewing data and effectuating campus wide improvements in enrollment tactics. Faculty input and involvement is welcome.
5. Our campus is working on improving both the way-finding as well as the look and feel of the entrance to Founders Hall.
6. The Regional College is looking into ways to improve interest in Regional College degrees by developing some type of promise or pledge; still in its formative phase though.
7. Recently, the Foundation and a second private source have moved forward with helping to address more need based scholarships for students on our campus.
Targeting students with EFC's in the range where Pell is not helpful. Likely to be called Tuscarawas Trust. There should be press release and media around the initiative. Chad will also be working to develop an e-campaign around donating to scholarship needs.

8. Other News:
   a. From the Kent Campus, the President is moving forward with a single graduation ceremony for the Kent campus. Spring of 2016 is the target date. Don't forget to share your thoughts on the future #BeBoldKSU. Some senior administrators have also announced their retirement.
   b. Faculty Appreciation Week is next week. List of events will be circulated, Thank you for all your work this year and for many years.
   c. Chad: Retirement event, April 30th. Drs Fuller, Jewell, Lashley and Quesada.

E. Assistant Dean’s Report – no report.

F. Other Administrator Reports

1. Bookstore:
   - Greavu reported on some of the changes that will take place when Barnes and Noble takes over our campus bookstore. There will be an improved web-based database system that will enable students to rent books online. The system will have a more user-friendly interface and should be in use by Spring 2016. She will keep us informed as she knows more details. Questions about availability of older editions still remain to be seen.

X Announcements:

- Student research colloquium is scheduled for Apr 13, 2015.
- Spring Awards is on Friday, April 10, 2015.
- Osikiewicz B. announced that the Distinguished Teaching Award Committee has completed its review of the nomination forms. The three finalists for the full-time Distinguished Teaching Award are, in alphabetical order, Bill Auld, Don Gerbig, and Chris Roman. The three finalists for the part-time Distinguished Teaching Award are Kari Betts, Michael Dunbar, and Bonnie Jacobs. The winner of each award will be announced at the Spring Awards Ceremony on April 10th.

XI Adjournment: The meeting was adjourned at 5:30 pm (Minnick)

Respectfully submitted,

Justice Akpan

Tuscarawas FC Secretary/Treasurer