Kent State Stark Faculty Council Minutes

March 20, 2015

I. Chair Norton-Smith called the meeting to order at 2:00 PM.

II. Secretary Moneysmith called the roll and determined a quorum was present.


Ex-officio: Assistant Dean Bathi Kasturiarachi, Interim Dean Denise Seachrist (via phone).

Absent: Mitch McKenney, Keith Lloyd, Deb Shelestak, Beth Campbell.

Guests: Rob Kairis.

III. Approval of Agenda

Motion to approve: Councilor Heaphy
Second: Councilor Warren
The agenda was unanimously approved.

IV. Approval of minutes for the February 27, 2015 meeting

Motion to approve: Councilor Birch
Second: Councilor Heaphy
The minutes were unanimously approved.

V. Chair’s Report

Chair Norton-Smith said that given his report just a week ago at the all-faculty meeting, his report today would consist of a short list of reminders.

A. Committee II Report. Committee II was charged with investigating ways that Goal 2 (Academic Excellence) from our 2013-2018 Strategic Plan might be implemented. The Cabinet recommended circulating the report to the broader faculty for comment, with Faculty Council consideration of the report and comments in April. This achieves at least three worthy goals: (1) it reminds the faculty that we do, indeed, have a strategic plan in place; (2) it evidences that the Council is actively working to address objectives in the plan; and (3) it evidences that our academic community is already doing many of the right things to promote a vibrant academic community.

B. Faculty Offices. Dean Seachrist has charged an ad hoc committee to review the 2005 Stark Campus policy on the assignment of offices and to recommend changes to that
policy, should any be needed. The Committee membership is Cindy Barb (Chair), Ann Martinez, Ralph Menning, Janet Reed, and Brenda Smith.

C. Campus Dean Search. Provost Diacon and Associate Provost Thomas will meet with the Faculty Council on April 10th to discuss the timetable and procedures to be followed in the search for a campus dean.

D. Faculty Council Election. As a last reminder, in April we’ll be holding elections for next year’s Faculty Council. If we proceed as we did last year, the Secretary should send out a call for self-nominations on Monday, March 30th with a deadline of Wednesday, April 8th. He will work with Julie Spotts to have an on-line election beginning on Monday, April 13th and ending on Friday, April 24th, so that our new Council can elect its officers at the May 1st meeting.

VI. Dean’s Report

Although off campus for another meeting, Interim Dean Seachrist phoned in to hear the discussion and to give a short report, including some information she had received about training for FlashFolio, the system that will be replacing FolioWeb. She indicated that administrators will start to be trained during spring break and that the so-called Super-Users will be trained the week of April 20. Special one-on-one training will be offered the week of May 11 for those standing for tenure and promotion in the fall. Dean Seachrist thought that May 11 might be early for those putting together tenure and promotion materials, but she wanted our faculty to be able to take advantage of individualized training.

Councilor Moneysmith expressed concern and confusion about the perceived need to send faculty to the Kent Campus for training (especially at times that might be inconvenient), because our campus has been offering one-on-one training for all aspects of RTP portfolios for several years, and we will offer the same type of support with FlashFolio. As a Super-User herself, she had been told that the purpose of training Super-Users was for them to go back to their units and train all those who needed training within the unit. Councilor Blundell, a member of the FlashFolio University Leadership Committee, confirmed that view and indicated that it was appropriate and expected that we would do training on our campus.

Interim Dean Seachrist also indicated that President Warren is interested in changing the May commencement to a large outdoor commencement in Dix Stadium. Then the next day, various colleges would have smaller commencements. Regional campus students would be invited to attend. The December commencement would be retained but the August ceremony would be dropped.

VII. Assistant Dean’s Report

A. Update on Faculty Searches. Yesterday the first candidate for the Art TT search was on campus. The searches for TT positions in Communication Studies, Education, and Marketing are also underway, as well as a search for an FTNTT position in ASL and one for a Reference and Instruction Librarian. We are hoping that some additional searches will still be approved by the provost.

B. Committee II Report. Assistant Dean Kasturiarachi thanked Committee II for the report they submitted during the February meeting, indicating that he had talked to Councilor Sturr about it and had clarified some issues. His office will continue to support faculty professional development and initiatives to promote excellence in teaching and research.
C. **Update on Academic Planning.** The Academic Planning Committee met last week to discuss some possible new courses and programs. The Corporate University will be conducting an environmental scan to determine student and community interest in the Hospitality Management Major and additional courses in Gerontology. The Hospitality Major would be a joint program with Kent. There will be additional opportunities in our area for hospitality because of the new Hall of Fame Village slated to come on board in 2016. Also, the dean wishes to use the kitchen in the Conference Center in a more meaningful way. Students could get hands-on experience. The committee is also looking at any space in Main Hall that will become vacant when the move to the new Science Building is made, to determine how it could be re-purposed.

VIII. Committee Reports

A. **PAAC.** No report.

B. **Committee II.** Committee II’s report had been distributed to the faculty and will be discussed at the April meeting.

C. **Colloquium Committee.** Chair Norton-Smith noted that Dr. Cunningham and Dr. Seelye will present on Friday, April 24, at 5:00 PM in the Library Conference Room.

D. **Treasurer/Social Committee.** Councilor Heaphy reported that all is well. More people have contributed to the Faculty Fund since the last meeting. More details about the spring dinner scheduled for Friday, May 1 will be forthcoming soon.

E. **Handbook Committee.** Councilor Shepherd indicated that the committee had completed its review of Parts A and B of the Faculty Excellence materials to see if any changes would be useful. Feedback had been solicited from Council and the Handbook Committee, and he had synthesized the results. Councilor Shepherd distributed annotated copies of both Parts A and B and walked Council through the proposed changes.

First, the committee does not recommend any changes in Part A at this time. Some possible changes that might be undertaken in the future have been noted on the copy of Part A that was distributed and will be included in the minutes to be part of the historic record.

A copy of Part B that reflects the proposed changes will also be included in the minutes. Most proposed changes to Part B are designed to clarify instructions or to tighten up the language and do not involve substantive changes. These changes were all accepted by Council. Discussion centered on the formula included to calculate overload; whether examples of activities that could be considered meritorious should be included; and whether it is appropriate to use the official enrollment numbers that may not reflect the number of students actually in the course. Council suggested some small changes and asked the committee to submit Part B in its final form at the April meeting. Chair Norton-Smith thanked the committee for its work.

F. **Technology Committee.** No report.
IX. Old Business
   None

X. New Business
   None

XI. Announcements and Statements for the Record
   Councilor Heaphy reminded everyone that the deadline for submitting proposals to the student conference is Monday. Faculty can email her directly to give support for students who submit proposals.

   Council Shepherd indicated that AAUP had distributed information for people who want to know how money was allocated for Faculty Excellence Awards. To receive this information, one should email the AAUP office.

   Councilor Birch reminded Council that he will be giving a recital tonight at 7:30.

XII. Adjournment
   Chair Norton-Smith adjourned the meeting at 3:03 PM.
Addendum to the Minutes of the March 20, 2015 Faculty Council Meeting

Councilor Lloyd, Chair of PAAC, was out of town during the March 20th meeting; he submitted this report upon his return.

PAAC Report for March FAC

Since the beginning of the semester there have been nineteen travel funding requests.

Four have been paid out, and one was denied for being late.

Four outstanding requests are for trips already undertaken, and ten for trips yet to come.

Five more requests are in review.

Thank you,

Keith Lloyd, Chair