I. Chair Warren called the meeting to order at 2:00 PM.

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


Ex-officio: Dean Denise Seachrist.

Excused: Kim Garchar, Associate Dean Bathi Kasturiarachi.

Guests: Tina Biasella, Laura Massie, Stephen Neaderhiser, Gwendolyn Purifoye.

III. Approval of Agenda

Motion to approve: Councilor Barb
Second: Councilor Campbell
Councilor Earley moved that discussion of offices for Emeriti faculty be added to the agenda under New Business. Councilor Norton-Smith seconded. The agenda was unanimously approved as amended.

IV. Approval of Minutes for the January 20, 2017 Meeting

Motion to approve: Councilor McKenney
Second: Councilor Mukherjee.
The minutes were unanimously approved.

V. Chair’s Report

A. FTNTT Review. The FTNTT review committee met earlier today to evaluate the candidates who had submitted full files for renewal of appointment. That concludes file reviews for this academic year. Chair Warren thanked the committees for their service.

B. President’s Faculty Excellence Awards. Next month, on Friday, March 3rd, at 2:00 p.m., the tenure-track members of Faculty Council will be meeting to make recommendations on four faculty who have been nominated for the President’s Faculty Excellence Awards.

C. RCFAC. No report because RCFAC did not meet this month.
D. **Campus Bookstore.** At last month’s Council meeting Chair Warren reported that the deans had asked her to gather information on faculty’s experiences with the bookstore. With assistance from Jayne Moneysmith and Stephen Neaderhiser, as well as input from the deans, she crafted questions that Julie Spotts then incorporated into a Qualtrics survey, which Chair Warren sent to faculty. (Thanks also to Greg Blundell for forwarding her the previous bookstore survey.) Thirty-three faculty responded to the survey, the results of which Chair Warren has summarized in the document sent to Councilors for their review. (A copy of this report is included at the end of these minutes.) Chair Warren also met with Cindy Howard, bookstore manager, at Ms. Howard’s request. Chair Warren shared the results of the survey with her, and they discussed some of her concerns.

Ms. Howard’s first concern was with textbook adoptions in general. She stated that 90% of faculty this spring completed the text adoption form, and she speculated that there are faculty that are not using the bookstore to order texts. Chair Warren indicated that she did not know about that, but there are probably faculty who teach courses in which they do not require a text or utilize other educational materials instead. Ms. Howard’s second concern was with timely textbook adoptions. She stated that only 45% of faculty this spring completed text orders by the deadline. Chair Warren noted that textbook deadlines were a common theme in faculty comments, but she acknowledged that the deadlines are a state mandate. They also discussed the issue of ordering older editions of texts. Ms. Howard speculated that approximately 15-20% of faculty prefer to use older editions (and that this is not discipline-specific). She gave Chair Warren insight into her procedure regarding old editions now that Barnes & Noble is involved. Ms. Howard receives the Enlight forms and orders texts from there. If a faculty has requested an old edition, she has only two outlets now from which she can attempt to obtain them: Missouri Book Company (a used book company) and TextNet (which links all Barnes & Noble bookstores). She said she checks these sites regularly for approximately a month to see if she can get the requested editions. If she is not able to obtain them, she notifies faculty (which she admitted has been an imperfect practice).

E. **Kent State United Pledge.** Finally, following Rob Kairis’ sharing of details from the latest Faculty Senate meeting, Brian Newberg suggested that this body might “discuss expressing support for the Kent State United pledge.” Chair Warren indicated that she thought it would be premature for us to discuss endorsing a document that has not been made official. However, she certainly thinks it is appropriate to discuss whether we might want to express support for sentiments such as those expressed in the pledge.

VI. **Dean’s Report**

A. **Textbooks.** Dean Seachrist indicated that she had sought to find the answer to Council’s question of exactly what faculty are allowed to tell students about where to buy books, but she does not yet have an answer. Textbook prices are a huge concern for us, especially for College Credit Plus, if the governor’s proposed initiative on textbooks is approved.

B. **University Dining Services.** Dean Seachrist said that a selection had been made for the University food vendor, but the decision would not be announced until approved by the board. Our situation differs from other regional campuses because we have the Emporium and the Conference Center. Some of the other campuses currently have no
food service. Because some of the vendors are not familiar with the regional campuses at all, she and La Tarsha Miller have attended every single meeting involved in the vendor-selection process, public and private.

C. **Campus Security.** Dean Seachrist gave a security update, focusing on cameras and our desire to hire another security officer. We will be getting either 51 or 52 security cameras on campus by the end of 2017. Twenty-seven of them will be in interior spaces, at all doors. The rest of them will be on the rooftops of buildings. Eventually there will be 100 cameras. We will house the servers for the cameras here at Stark. There are concerns about outdoor areas such as the pond; we are formulating a plan for those areas. We are a safe campus, but we would like to have more of a visible security presence on campus. To that end, we have hired another intermittent security person.

D. **Dish with the Dean.** A "Dish with the Dean" will be held on Monday, February 20, with a topic of "Difficult Conversations." Faculty have been coming to her about additional challenges they have been seeing in the classroom since the recent election. Having a focused discussion on this topic seems appropriate at this time.

E. **Student Conduct and Class Disruptions.** In addition to holding the “Dish with the Dean” discussion, Dean Seachrist announced that she will be sending out an email message with complete information about student conduct policies and class disruptions.

F. **Office for Emeriti Faculty.** Dean Seachrist said that she had originally planned to address this issue in her report, but now that it has been added as an agenda item she will wait until then to give her comments. She does want faculty to remember that they can always come to her office to talk over any issue. She is always willing to have a conversation about any concerns.

VII. **Associate Dean’s Report**

Associate Dean Kasturiarachi was out of the office on University business for one week. He sent apologies for being unable to be at the meeting in person. Chair Warren then read the following report on his behalf.

A. **New Programs.** The B.S. in Environmental Studies has been approved as a new degree by the Ohio Department of Higher Education (ODHE) to be delivered in Kent and at Stark. The final approval from the Higher Learning Commission (HLC) is pending. Once everything is finalized we will begin advertising for recruitment in fall 2017. We anticipate a new faculty hire in AY 2018-2019. Our sincere appreciation goes to last year’s Academic Planning Committee members and Dr. Chris Post for working with academic affairs to make this new degree available at Kent State University. Currently, we have submitted to EPC and Arts & Sciences the B.S. in Applied Mathematics to be delivered at Stark. There are four different concentration areas: applied mathematics, computational mathematics, financial mathematics, and probability and statistics. Approval is pending.

We have also submitted to EPC and Arts & Sciences paperwork to bring the Health Care Ethics minor to Stark. Many thanks to the Academic Planning Committee members and Dr. Kim Garchar for working with academic affairs on this minor. No new faculty hires are necessary to deliver this minor.
B. **Searches.** We have one going search for an FTNTT position in English (new). The committee (co-chairs Neaderhiser/Cunningham, Martinez, Baker, Lisa Hart, and Ed Dauterich from Kent) was charged this week. We hope to conclude the search in early April.

C. **Summer and Fall 2017 Schedules.** The summer 2017 schedule will be ready for registration on February 20, 2017 and the fall 2017 schedule will be visible on February 27, 2017, with registration by March 22, 2017. We would like to thank all the coordinators for working efficiently and diligently with academic affairs to build a robust schedule and for Student Services for requesting important changes resulting from student feedback.

D. **New Initiatives.** Bulldog Flash Institute, a partnership with McKinley HS and Kent State Stark, has 58 applicants. We hope to select 25 for the program that will begin in summer 2017. Several faculty will contribute to the program.

E. **College Credit Plus.** Enrollment will be up for AY 2017-2018. He has designated a handful of faculty as peer mentors to high school teachers. Those faculty will help the high school teachers with professional development (a requirement of the CCP program).

F. **Grant Activity.** We received a Choose Ohio First STEM scholarships grant to support 15 new students. The award amount was $61,425 in the first year, and will repeat in the second year, and is renewable for the next two years as well. He would like to thank Theresa Ford for her excellent work and co-PI’s Dr. Greg Smith and Dr. Chrissy Kauth (with PI-Kasturiarachi).

We also received approval to submit a grant to MEDTAPP to develop a Community Health Worker (CHW) certificate (non-KSU credit). Dr. Deb Shelestak will be the lead faculty member in this project.

VIII. Committee Reports

A. **PAAC.** No report.

B. **Committee II.**

Strategy Map Update. Councilor Starkey reported that since last November, the committee has been working on creating a draft of a new strategy map, with the goal of providing a starting point for discussion. The committee is not in any way attempting to dictate what the strategy map should include. Committee II needed to work within certain parameters. For example, the Strategy Map is only meant to cover one year. The strategic priorities that form the structure of the map come from President Warren. Committee II took the last strategy map that was approved by Council in October and edited it to make it more concise, deleted duplication, and added some ideas that seemed important from a faculty perspective. Councilor Starkey asked if anyone had questions, but there were none. She then moved that Faculty Council approve Committee II setting up a Qualtrics survey and sending it to the entire faculty to get more feedback. Councilor Mukherjee seconded, and the motion passed unanimously. Chair Warren thanked the committee for its work. A copy of the updated strategy map is included at the end of these minutes.
C. **Colloquium Committee.** Councilor McKenney reminded Council that a faculty colloquium will be held after this Council meeting, beginning at 4:30. Councilor Hollenbaugh, Councilor McKenney, and Dr. Alan Chu will be presenting. The next faculty colloquium will be held on Friday, March 17.

D. **Treasurer/Social Committee.** Councilor Sato reported that the coffee fund and the faculty fund are now doing fine, and there was nothing else to report at this time.

E. **Handbook Committee.** No report, as the committee has already completed its work.

F. **Technology Committee.** Dr. Neaderhiser reported that there have been no requests since October. He encouraged faculty to consider what technology they would find useful that they haven’t gotten around to requesting yet. Now is the time to take action on technology needed for the fall.

Dr. Neaderhiser reported that he has been involved in meetings about refreshing the computer labs. Network Services will begin replacing the computers this semester and continue after the semester is over. There has been discussion about whether the computers on the laptop cart in Main Hall room 315 are being used enough to warrant replacing them. Out of 16 faculty contacted, only three regularly used them. Alternative arrangements may be made, perhaps housing the laptop cart in the library, where faculty can check it out when needed. Room 208 has also been discussed, with everyone who has used it having an idea of how it could be improved. Unfortunately, these ideas conflict.

Finally, Dr. Neaderhiser indicated that Associate Dean Kasturiarachi is involved in an effort to create a consistent system to allow students to remotely take a class. More information will be forthcoming.

G. **Ad hoc Committee for Faculty Compensation.** Councilor Lehnert indicated that the report he had distributed on behalf of the committee was an update, not the committee’s final report. He explained that the purpose of the committee is to see if there is a way for faculty who do research with students to get compensated. Students are paying for the course, but faculty are not paid. In trying to find a solution, the committee worked closely with Associate Dean Kasturiarachi. The committee discussed different ways of receiving compensation, such as getting a load lift once they had worked with a certain number of students. Concerns of the committee included the possibility of not receiving merit if they were compensated and which courses would be included. Several Councilors brought up circumstances that may be unique to their department that the committee may wish to consider. Councilor Lehnert asked anyone who had ideas about this issue to let him know. A copy of the committee’s report is included at the end of these minutes.

IX. **Old Business: None**

X. **New Business**

A. **Tina Biasella and Laura Massie: External Affairs’ Role in Mass Emailing of Students.** Ms. Biasella and Ms. Massie gave Council an overview of the new procedure for sending mass email to students. The number of emails being sent out to students was getting overwhelming, and External Affairs was getting complaints from students. Students can
opt out of getting these messages, but if they do they will get no official email from Kent State, which would result in students not receiving vital information. Consequently, they are now sending out biweekly email digests that contain a variety of information about deadlines, campus activities, and special events. If an issue that is time-sensitive does come up, they can send out a separate message. Ms. Massie sends out the biweekly emails on Mondays; information to be included should be sent to her no later than the preceding Friday. The next email will go out on Monday, February 27. Several Councilors expressed interest in receiving these emails, too, and it was determined that they will go to all faculty in the future. Ms. Biasella added that her office also disseminates important information through social media. In addition, External Affairs can prepare posters and other materials to help departments with events and marketing. The faculty member should fill out a work request form. It is best to allow ten weeks lead time for projects. Most projects can be done completely on campus.

B. Office for Emeriti Faculty. Councilor Earley first gave background information, noting that he had not been approached by any individual who wanted an office. Rather, there used to be a shared office that any emeritus faculty member was free to use. Due to lack of space for new faculty members, that office was turned into two individual offices several years ago. Now we have additional space due to the new Science and Nursing building and the planned renovation of the Fine Arts building (and it also appears that some faculty who are part time have been given faculty offices typically reserved for full-time faculty). We have emeritus faculty who are active professionally and still teach for us. Faculty are granted emeritus status only when they have demonstrated a high level of performance and meritorious service to the University, and they receive little recognition for their accomplishments. It seems respectful to emeriti faculty members to offer space once again. Councilor Earley then moved that the deans consider creating a permanent office for emeriti faculty, and Councilor Barb seconded. Discussion ensued that covered issues such as where space might be available. All Councilors agreed that any faculty member achieving emeritus status should be accorded such recognition and accommodation. Dean Seachrist also indicated that she was happy to look into the matter and stressed again that faculty are welcome to bring issues of concern directly to her. The motion passed unanimously.

XI. Announcements

A. Councilor Shelestak announced that our nursing students had a 93% percent pass rate on the NCLEX test.

B. Councilor Taylor noted that the Center for Teaching and Learning will host Eric Mazur on Thursday, February 23 and Friday, February 24. On Thursday evening, he will deliver a talk “Confessions of a Converted Lecturer”; on Friday he will facilitate two workshops.

C. Councilor McKenney reminded everyone that the faculty colloquium will start at 4:30.

XII. Adjournment

Chair Warren adjourned the meeting at 4:03 p.m.
Bookstore Survey Results

The following is a summary of the results from the survey distributed to faculty regarding the campus bookstore. This document reports the numerical data, as well as trends in faculty comments. Please note that I have synthesized the comments from the various question prompts, as they often overlapped. A total of 33 faculty responded to the survey.

Numerical Results:

- The bookstore meets or exceeds my needs: Yes (27); No (6)
- I submit my textbook requirements each semester on time: Yes (27); No (6)
- My textbook requests are successfully ordered: Yes (21); No (12)

Positive Comments:

- The bookstore orders the needed texts and materials in a timely manner.
- Texts are offered in a variety of formats (i.e. e-books, rentals).
- The online text ordering system (Enlight) is efficient and easy to use.
- The bookstore staff is helpful and responsive.

Negative Comments:

- Problems with the bookstore have increased since management transferred to Barnes and Nobel.
- Faculty can’t get some texts ordered that they have requested (i.e. they are told they are not available, they are from smaller or non-academic publishers).
- The bookstore orders new editions without authorization.
- The bookstore does not order enough texts.
- The deadline to order texts is too early.
- The online text ordering system (Enlight) is cumbersome and is not user-friendly.
- The bookstore is unable to resolve issues that are reported.

Finally, the main theme that emerged in terms of suggestions for improvement concerned communication between the bookstore and faculty, particularly regarding problems in ordering the requested texts and materials.
Stark Campus Strategy Map for 2017-2018

**Strategic Priority 1: Students First**

1.1 Student Success and Academic Excellence

**Goals**

1. Promote academic excellence among students
2. Support student success and retention
3. Strengthen incoming freshman class
4. Deliver academic courses and programs in the most effective manner

**Key Priorities for 2017-2018**

A. Boost efforts to craft schedules of classes to meet the needs of students
B. Maintain academic rigor
C. Bolster initiatives for grants and scholarships for all qualified students
D. Improve and promote student research options
E. Strengthen students’ connections to career opportunities and internship programs
F. Continue to mitigate student debt through financial literacy education
G. Advance efforts to implement a relevant First Year Experience (FYE) program
H. Expand student activities outside the classroom
I. Continue to involve high-achieving current students in recruitment

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**Strategic Priority 2: A Distinctive Kent State**

2.1 Faculty Excellence

**Goals**

1. Promote excellence in teaching
2. Promote excellence in faculty research and creative activity
3. Maintain a vibrant academic community

**Key Priorities for 2017-2018**

A. Support faculty use of innovative strategies, course offerings, and interdisciplinary faculty partnerships
B. Increase support for faculty research and creative ongoing activity
C. Increase the recognition and celebration of outstanding teaching
D. Increase the active recognition of faculty scholarly and creative activities
E. Foster effective communication and collaboration among all university constituencies
F. Continue to strive toward effective shared governance

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2.2 Campus Community

**Goal**

1. Build and support relationships within the campus community

**Key Priorities for 2017-2018**

A. Cultivate a respectful environment in the classroom and workspace
B. Support the professional development of all university constituencies
C. Remember and honor past campus contributors
D. Devise new ways of including the families of campus citizens in the life of the campus
E. Leave a thriving campus community to future students and colleagues

**Strategic Priority 3: Global Competitiveness**

3.1 Global Awareness

**Goal**
1. Enhance the global cultural awareness of all university constituencies

**Key Priorities for 2017-2018**
A. Continue to support study abroad and exchange programs
B. Reaffirm commitment to and respect for diversity in the classroom
C. Stress the importance of diversity in the recruitment of all community members
D. Nurture diverse campus communities such as veterans, LGBTQ, first-generation students, international students, etc.

**Strategic Priority 4: Regional Impact**

4.1 Image and Community Relations

**Goals**
1. Promote the Stark Campus as the preferred choice in the region for education and economic partnerships
2. Build and support relationships within the wider community
3. Respond nimbly to regional needs
4. Enhance image as a community asset

**Key Priorities for 2017-2018**
A. Emphasize the ways in which our degree programs meet the educational and employment needs of the region
B. Identify community partners/stakeholders for select programs as needed
C. Conduct ongoing research to determine economic growth areas in the region
D. Support faculty, staff, and administrators’ engagement with schools, businesses, and organizations to meet community needs
E. Develop additional academic, articulation, and completion agreements with area colleges and universities
F. Promote the Conference Center and the Corporate University as avenues for the business and professional community
G. Engage local arts and cultural groups to promote reciprocal relationships
H. Connect Kent State Stark alumni to the campus
Strategic Priority 5: Organizational Stewardship

5.1 Sustainability

Goals

1. Increase traditional and non-traditional revenue streams
2. Develop cost-reduction strategies and budget efficiencies
3. Act in environmentally responsible ways

Key Priorities for 2017-2018

A. Maximize enrollment in degrees offered at Kent State Stark
B. Create and expand courses, certificates, and adult programs
C. Nourish current and create additional fund-raising opportunities
D. Increase transparency in operating budgets
E. Develop a campus and community education program in environmental sustainability
D. Pursue innovative partnerships to bring new energy technology to campus
Research Compensation Committee
Matt Lehnert, Bob King, Julie Cremeans-Smith, Claudia Gomez, and Scott Tobias

First Meeting – October 6, 2016
- Discussed the role of the committee, which is to seek some form of compensation for those faculty that invest time in undergraduate research
- Discussed various forms of research among different disciplines

Second Meeting – October 25, 2016
- Assistant Dean Bathi Kasturiarachi attended the meeting to discuss various forms of compensation and what courses should count towards compensation.
- It was decided that the Department Coordinators would be contacted in order to develop a list of courses that would fall under the umbrella of undergraduate research where faculty are not compensated for their efforts.

Third Meeting – January 25, 2017
- Presented a list of courses to Bathi that might qualify for faculty compensation, which were provided by the Department Coordinators. A potential form of compensation is outlined below:
  - Only the courses that involve faculty doing research with students will be included.
  - When two or more courses are offered in the department that could be considered student research, only the course that includes the name “research” in its title will be included (e.g., Independent Study vs. Research)
  - Only the courses offered in the fall and spring semester will count. (courses that involve student research offered in the summer already provide faculty compensation).
  - Each student enrolled in an approved course will count as 0.25 credit that will be banked to contribute to a future Load Lift.
  - Compensation will come in the form as a Load Lift once a total of 3 credits have been attained (e.g., 4 students enrolled in the fall, 4 in the spring, and 4 in the following fall semester will result in a 3-credit load lift that spring).
  - A check system of some sort will be put in place to ensure faculty don’t continue to bank hours for a ridiculously-long period of time beyond the 3-credit Load Lift.
  - A new system will likely result in “mentoring undergraduate students” as not being meritorious, however, products (e.g., publication, presentations) associated with the student research would still be meritorious.
  - The new protocol would apply to TT and NTT faculty.
- Only courses that receive a letter grade would be eligible.

- Under circumstances when a faculty member is under their load requirement, the administration might want to use the banked hours as a means to fulfill the load requirement.

Fourth Meeting – February 3, 2017
- The committee met and discussed the abovementioned protocol for faculty compensation.

- It was suggested for the 0.25 credit per student be increased to 0.33

- There were concerns about eliminating the student research from being meritorious (i.e., what if no publication or presentation comes from the work).

- It was suggested that faculty should be given a choice to either bank the hours for a future Load Lift or to use the student research for merit, and this decision can independently be made for each student.