Kent State Stark Faculty Council Minutes
February 19, 2016

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

II. Due to the absence of Secretary Moneysmith, Chair Earley called the roll and determined a quorum was present.


Ex-officio: Assistant Dean (AD) Bathi Kasturiarachi, Dean Denise Seachrist.

Absent: Keith Lloyd, Jayne Moneysmith, Scott Tobias, Don Thacker.

Guests: Julie Cremeans-Smith, Rob Kairis, Ann Martinez, Ralph Menning, Stephen Neiderhiser, Gwendolyn Purifoye.

Due to the absence of Secretary Moneysmith, Councilor Shepherd volunteered to take the minutes, which was aided by the notes of Councilors Heaphy and Taylor as well Chair Earley.

III. Approval of Agenda

Motion to approve: Councilor Heaphy
Second: Councilor Warren

Chair Clarke removed the Committee II charge for Undergraduate Research Assistants (URA) from the New Business as there is an URA committee already.

The agenda was unanimously approved.

IV. Approval of minutes for the January 15, 2016 meeting

Motion to approve: Councilor Birch
Second: Councilor Heaphy

AD Kasturiarachi and Councilor Blundell noted a name misspelling. AD Kasturiarachi also noted wording from Councilor Lloyd's comments regarding faculty secretaries. The sentence was clarified.

The minutes were unanimously approved.

V. Chair’s Report

A. RCFAC. Several faculty searches are underway at the various regional campuses (RCs) Position sharing, as well as sharing of Deans was discussed, essentially lumping the RCs
into northern campuses (i.e., Ashtabula, Geauga, & Trumbull), southern campuses (East Liverpool, Tuscarawas, Salem), and Stark—a standalone. RCFAC will be requesting information about plans for joint Deans from the Provost.

B. Climate Study. The University is preparing to begin a Climate Study that will run from March 8, 2016 to April 5, 2016. This is described on the website (http://www.kent.edu/voices) as a “university-wide assessment of learning, living, and working at Kent State will be conducted to understand the current climate that exists at the University’s eight campuses.” On March 4, 2016, Shay Little and Kathryn Wilson will come to our campus to give a short presentation to all faculty and staff.

C. Cabinet. The group discussed upcoming commencements. Specifically, the order for faculty for the processional and the strong support for continuing the practice of the orator for commencement being a faculty member. The Cabinet will recommend a speaker for this spring’s commencement. The group also recommended that Dean Southards be a member of the platform party at commencement.

D. Spring Faculty Meeting. The spring faculty meeting will be held on March 4, 2016, at 2:00 PM in the Science and Nursing Building, room 101. An agenda will be distributed shortly once it is settled.

VI. Dean's Report

A. Affordability and Efficiency. At the direction of the State to cut costs, there is an Affordability and Efficiency initiative. KSU plans to reduce costs by 1%, approximately 7 million dollars. The Ohio Senate is proposing a 5% reduction. As part of the State’s initiative, co-located campuses will be reviewed for efficiencies. Dean Seachrist is on the subcommittee that will do that; their report is due in July. One proposal from the Governor’s Office is to have an oversight committee for co-located campuses that is composed of individuals who are not part of either university or college.

B. Enrollment. Current enrollment trends are positive. Freshman applications are up by 209 students to 619, which is approximately a 51% increase. Of those applicants, 121 are admitted, which is a 50% increase from this point last year. Applications from transfer students are up as well, from 63 to 103.

C. Grant Activity. Faculty have made 16 grant submissions, seeking nearly one-half million dollars.

D. CLEP Testing. CLEP testing will now be free for Veterans. This will cost the campus less than $10 per test.

E. Bookstore Manager. Cindy Howard was hired for the position. Barnes and Noble wanted her on their staff but she preferred to stay a member of the Kent system. Barnes and Noble has agreed to that.

F. Campus Security. Reviewing the possibility of using work study students and criminal justice interns as escorts for those who would like one when it is dark. There is also the possibility of adding bicycle patrols and acquiring (bright neon) vests to designate students as part of security. Jim Anderson will conduct a security assessment. Part of the campus security upgrades include the mass communication project, which will allow for specific campus members to broadcast to any building. The original bid for this work did not include all buildings. Currently, communication during emergencies is only available
through the fire system, which has poor auditory output. Moreover, the fire system requires access codes, which are only available to a few and which has limited code entry points.

G. **Campus Space.** Dean Seachrist met with Jay Sloan, and the Writing Center may move to the library. Expansion/renovation of Fine Arts is scheduled to begin this summer and ideas on how to use space are ongoing. Councilor Birch is involved; part of the focus is how the expansion will benefit other departments besides music. One idea is to move the ASL lab from Fine Arts to the old Writing Center, assuming it moves to the library. Another idea is to create a space for research assistants in the library. In general, there needs to be a review of space utilization.

H. **Dean-Faculty Relationships.** AD Kasturiarachi and Chair Clarke met with the Dean to discuss how the Dean can better connect with faculty in less formal ways than Faculty Council and All Faculty meetings. While more frequent or smaller meetings might accomplish that, there is a tension between spending more time with faculty and external time requirements. Essentially, the Dean is seeking assistance to foster direct communication and optimize her time. Discussion followed with contributions from Councilors Heaphy, Shepherd, and Blundell as well guests Cremeans-Smith and Menning. Ideas included meeting with smaller groups by rank (e.g., assistant, associate or full professor), appointment (i.e., TT vs NTT), or constituency. Meeting off-campus and snack days were brought up as well. There was also an acknowledgement that we can have too many meetings.

VII. Assistant Dean’s Report

A. **Meetings with Departments.** AD Kasturiarachi continues to meet with individual departments, although he does combine smaller and similar departments into one meeting (e.g., Psychological Sciences and Human Development and Family Services).

B. **Summer Schedule 2016.** Students may start registering for summer on February 22, 2016. Proportional pay will be in effect for classes not meeting the established minimum enrollment.

C. **Fall 2016 Schedule.** The Fall 2016 schedule will be available at the end of February. The AD will continue to look at the spread of class—all days of the week. He emphasized the importance of having students take all classes at Stark; if they do not, they are not counted as full time Stark students. Full time enrollment is an important University metric that affects funding. He encouraged faculty to remind students who are registering for hybrid or fully online courses to register for Stark sections if available.

D. **College Credit Plus.** There has been an increase in the number of high schools partnering with us. Most high school teachers has been credentialed to teach university courses, but the AD will need mentors to work with these teachers, which will likely become the responsibility of departmental coordinators.

E. **Global Initiatives.** Forty students from China are expected for the Fall 2016. Discussion on tweaking the experience for these students is ongoing with the issues of transportation and housing being resolved. Stark students will participate in the Florence and Japan programs during summer 2016. There are also 2 proposals for Stark faculty-led trips.
F. **Faculty Searches.** There will be tenure-track searches for computer science, English, mathematics, and Communication Studies. There will be full time non-tenure-track searches in English, music, and nursing, which will have 2 searches due to a resignation.

G. **Update on Academic Planning.** The Academic Planning Committee was tasked to evaluate new minors in economics and international business. The Applied Mathematics BS was sent to the department for review, and it is hoped that it will become an official part of Stark’s offering for Fall 2016.

H. **Dean’s Committees.** Several committees have been working already. The Campus Activities Budget Committee will be charged soon. The Distinguished Teaching Award Committee has begun its work as has the Undergraduate Research Assistant, Black History Month, and LGBT committees. The AD chairs the Student Complaint Committee. The Faculty Speaker Series committee is on hold until it can be further discussed with the Dean, given it was an initiative instituted by the previous Dean.

Discussion followed. Councilor Taylor asked about online competition and the productivity of signage at Belden Village Mall—"was it worth the money." The AD responded that the direct effects are difficult to measure but enrollment numbers suggest it was beneficial, which lead to further discussion of advertising due to questions by Councilor Lehnert. The University advertises in ways that may not be apparent, for example, in small, community-based newspapers.

Chair Earley brought up issues of scheduling critical (i.e., required) classes between departments that have students that need specific classes that are offered by different departments. The problem is that some labs overlap with other requirements.

VIII. Committee Reports

A. **PAAC.** There were 16 applications approved since the last meeting. There are 6 still pending.

B. **Committee II.** No report.

C. **Colloquium Committee.** Councilor Starkey announced there was a colloquium tonight and that other colloquia were scheduled for 3/18/16 and 4/15/16. The time for the latter colloquium was moved back 15 minutes to 5:15, which is before the Bicentennial Project, which is open to the public.

D. **Treasurer/Social Committee.** Councilor Heaphy reported that all is well, that people continue to contribute to the Faculty Fund, and there are no new faculty lounge issues. Upcoming snack days are 2/24/16 in Fine Arts and 3/17/16 in Main Hall. The Spring dinner is scheduled for the Saturday before finals week (May 7, 2016).

E. **Handbook Committee.** No charge; no report.

F. **Technology Committee.** Technology Committee Chair and guest Neiderhisner indicated the music technology minor was approved and that the committee was still processing data from their survey with the help of Katie Baer. There is also a proposal for a large format printer. The report then turned to the 3-D printer in the library, which has already had some request for use. Proposed policy and procedure documents were distributed by guest Kairis. He wanted to clarify some misconceptions about the 3-D printer. Councilor
Warren had comments about wording on the documents. Councilor Lehnert asked about resolution and filament options.

G. Memorial Garden Committee. Councilor Shepherd indicated the committee had determined a site toward the front of campus between the Campus Center and library, and that Brian Gardner, Senior Facilities Manager, was meeting with the Environmental Design Group to get cost estimates.

IX. Old Business

A. Academic Achievement Dinner. The dinner is scheduled for April 18, 2016. Discussion about who was to be invited and the cost were the focus. The committee responsible decided that each invitee would be allowed to bring 2 quests. To make that affordable, only honors students who were doing a thesis, instead of all honors students, will be invited. Other invitees will include those receiving departmental awards and those on the President’s list. Chair Earley indicated he thought faculty should serve on this committee. It was also suggested that students who had a peer-reviewed publication should be invited as well. Councilor Heaphy suggested that if cost was a concern, maybe faculty sponsors could be identified for honors students, as they do at the Kent Campus. Councilor Blundell raised the issue of having the dinner during the week when many faculty have classes. Guest Cremeans-Smith voiced concern about too many dinners and to be wary of duplication.

X. New Business

A. Faculty Secretaries. A new evening secretary has been hired for Main Hall, and the paperwork for the new faculty secretary in Fine Arts was submitted. The AD has meet with Fine Arts faculty regarding the responsibilities of faculty secretaries—work must be within their job classification.

B. Classroom Assignments. AD Kasturiarachi indicated Barb Elsass is working on room assignments for Fall 2016, and these assignments should be in place prior to registration. He indicated there would need to be restrictions for computer classrooms. Scheduling will be completed in house using Excel and thus eliminating the need to purchase scheduling software. The AD’s office also will be testing the system used at the Kent campus and then comparing those results with our system.

C. URA Committee. Currently the committee has 4 members. The committee is trying to sharpen its primary mission: to provide opportunity for students or assist faculty. Moreover, some guidelines to evaluate proposals are being developed. Guest Menning, an original and current member of the committee, indicated both goals were a part of the original committee charge. Guest Kairis indicated that there could be library space for these undergraduates to work. Guest Cremeans-Smith wondered if students doing independent investigations could have access to the space if needed. Chair Early voiced the importance of making mission priorities clear so applicants can address them.

XI. Announcements and Statements for the Record

Councilor Heaphy reminded everyone of the Undergraduate Research Conference. Councilor Blundell announced that the Microsoft certification will be available through the Academic Success Center.
Guest Kairis announced the library book club will meeting the current book’s author via Skype and that all are welcome.

Guest Purifoye asked about A.L.I.C.E. training and the suggestion to barricade doors; however, all of our door open outward. This will be addressed by the safety assessment.

XII. Adjournment

Chair Earley the meeting at 4:28 PM.