Kent State Stark Faculty Council Minutes

May 6, 2016

I. Chair Earley 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, Assistant Dean Bathi Kasturiarachi.

Absent: Leslie Heaphy.


Guests: Julie Cremeans-Smith, Rob Kairis, and Gwendolyn Purifoye.

III. Approval of Agenda

Motion to approve: Councilor Tobias.
Second: Councilor Bhutta.

Chair Earley noted an addition: Council will adjourn into executive session after the announcements.

The agenda was unanimously approved with this amendment.

IV. Approval of Minutes

Approval of the Minutes from the April 15, 2016 meeting.

Motion to approve: Councilor Starkey.
Second: Councilor McKenney.
The minutes were unanimously approved with small changes.
V. Chair’s Report

A. Recognition and Appreciation. In this end-of-the-year report, Chair Earley had a number of people to thank, beginning with Faculty Council members, whose work this past year he much appreciated. Dean Seachrist and Assistant Dean Kasturiarachchi are both due special recognition for their efforts in promoting open dialog between faculty and administration. He thanked members of Faculty Cabinet (Leslie Heaphy, Dee Warren, Jayne Moneysmith, Lucas Engelhardt, Don Thacker, Thomas Norton-Smith, and Deans Seachrist and Kasturiarachchi) for all of their work planning, setting the agenda, and coordinating all of our meetings, recommending committee assignments, and working on the Strategic Plan Strategy Map.

He also recognized the chairs and members of all committees for their service this past year. Committees of Council this past year were chaired by Dee Warren (PAAC), Sebastian Birch (Committee II), Leslie Heaphy (Social), Stephen Neaderhiser (Faculty Technology), Brad Shepherd (Handbook), and Lindsay Starkey (Colloquium).

Finally, he expressed his appreciation to Debbie Schneider, Barb Elsass, Rae Ann Franks, and Shanna Kuikahi for all of their help this past year.

B. Reappointment, Tenure, Promotion, and Performance Reviews. The ad hoc RTP committee reviewed 17 reappointment files (which included 4 first-year reviews), 4 tenure files, and 2 promotion files. The full professors reviewed two files for promotion to Professor. In addition, the ad hoc Performance Review committee reviewed 6 Simplified Performance Review files and 4 Full Performance Review files. Chair Earley extended sincere thanks to all of the members of these committees for their careful review of these files.

C. Ad hoc Committees. In addition to our standing committees, we had two ad hoc committees this year. Chair Earley thanked the members of the Space Committee (chaired by Lucas Engelhardt) and the Memorial Garden Committee (no official faculty chair) for their work this year.

D. Additional Activities. Additional tasks Faculty Council completed included appointing members of the Dean’s Search Committee; recognizing Dr. Walter Wagor’s contribution on behalf of the Science and Nursing Building; recommending Emeritus Status for Prof. Khourey-Bowers; working on a draft of the Strategy Map for implementation of the KSU Stark Strategic Plan; making a recommendation on a salary adjustment for a KSU Stark faculty member; drafting a letter to Provost Diacon expressing our concern for lack of faculty involvement in a proposal for joint RC deans; and reviewing eight President’s Excellence Award applications.

E. Activities for Next Year. The following items seem likely to impact Faculty Council next year: Work on the campus handbook to align it with the University Handbook; possible changes in Regional Campus administration; possible shared hires; and work on the next strategic plan.
Final thoughts: Chair Earley said it has been an honor serving the campus as the Stark Faculty Council Chair this past year. He is very grateful for the support he has received from faculty, staff, and administration.

At the end of Chair Earley’s report, councilors thanked him for his own service this year.

The full text of Chair Earley’s remarks is appended to these minutes.

VI. Dean’s Report

Dean Seachrist began her report by thanking Faculty Council for the work they have done this year. She then gave updates on the following issues:

A. Searches and Staff Performance Evaluations. Last month, Dean Seachrist reported on the many external meetings in which she had engaged. Recently, her focus has been more internal, with searches—both faculty and staff—taking much of her time. In addition, she has held more one-on-one meetings with staff, including classified and unclassified staff performance appraisals.

B. Possible Healthcare-Related Partnerships. Dean Seachrist took time to talk with local leaders about what’s happening with issues such as the heroin epidemic and medical marijuana. A legislative committee meeting was held in Massillon related to hearings held by the Medical Marijuana Taskforce, chaired by Representative Kirk Schuring. There may be opportunities related to these initiatives for this campus due to our healthcare programs. Additionally, she was contacted by the Dean of the College of Public Health, who then came to campus and spoke to Assistant Dean Kasturiarachi about issues such as certificate programs. There is a definite need for an associate’s degree in public health. We have to be careful not to encroach on Stark State, but perhaps we could make the pitch that such a program is possible for us since Kent State has the College of Public Health.

C. Comprehensive Endowment Campaign. We may be hearing more about a large fund-raising campaign, as President Warren wants our endowment to be 500 million dollars. Our last big campaign was the Centennial Campaign. Each campus will be expected to have its own fund-raising goal.

D. Board of Trustees Meeting. The next Board of Trustees meeting will be held Wednesday. Our Fine Arts renovation project will be presented for approval. We are hopeful that the project will be completely approved, and we will be able to move forward.

E. Strategic Plan. The faculty cabinet and the administrative cabinet met to review the Strategic Plan. It was a good session. We saw where we were, tweaked the language a bit, and identified what needs to be done. At the fall faculty meeting in August, there will be a presentation on where we are with the plan. The plan only goes to 2018; it won’t be too long before we need to work on a new strategic plan.

F. “Life after Tenure” Load Lifts. At the full faculty meeting in March, we discussed the new “life after tenure” load lift earmarked for post-tenure faculty. At that time, Dean Seachrist also mentioned that she wanted to create a Dean’s Fellow position. She still
intends to do so. However, there is still some work to be done on the plan, so it will not be rolled out next fall. To give some additional support to post-tenure faculty, she will commit to two load lifts for next year.

VII. Assistant Dean’s Report

Assistant Dean Kasturiarachi thanked Faculty Council, Cabinet, and Chair Earley for working collaboratively with him and Dean Seachrist throughout the year.

A. Enrollment. Summer 2016 enrollment is looking good. Although we are down a few students from last year, we still hope to pick up a few more. Fall 2016 is looking quite good at this point. The Spring 2017 schedule is now being built.

B. College Credit Plus. For the 2016-17 academic year, we have a 120% increase in head count. Dr. Kasturiarachi thanked his team for their wonderful work in making this possible.

C. Global Initiatives. Campus global initiatives are thriving and will continue to do so next year, with many events currently being planned. On June 11 from 11:00 AM to 2:00 PM, we will be holding the first annual Global Gateway Day, hosted by our Office of Global Initiatives.

D. Multicultural Initiatives. Multicultural initiatives have also been thriving and will definitely increase in the fall. For example, the Outward Bound program will be coming back to Kent State Stark in Fall 2016.

E. Student Conference. Assistant Dean Kasturiarachi thanked Dr. Heaphy and the honors students for planning and hosting another successful student conference, which provides wonderful opportunities for our students.

F. Searches and Promotion. Six faculty searches have been completed through the campus interview stage. We will move forward on them as soon as we hear from the committees. There has been one faculty resignation, and we may be filling that position.

In addition, our Educational Technology Designer, Katie Baer, will be officially promoted to Instructional Designer on July 1. Assistant Dean Kasturiarachi thanked her for her excellent work.

G. New Programs. Two new programs will be coming on board for Fall 2016, a B.A. in Music (already here) and B.S. in Applied Mathematics (ongoing). Some minors are also under development, an Economics minor, an International Business minor, and a social media minor. Thanks are due to the members of the Academic Planning committee for their hard work this year.

H. Coordinators. Some changes in coordinators may be made. Information will be disseminated when those changes go into effect.

I. Faculty Support. Assistant Dean Kasturiarachi’s office continues to provide support for faculty instructional needs. For example, a proposal for a multimedia lab is now being reviewed. He would like to thank PAAC for their work on travel, and most recently for their
evaluation of load lifts. Those letters will go out soon. Thanks also go to Dr. Moneysmith for her work in helping faculty achieve their professional development goals.

VIII. Committee Reports

A. **PAAC.** Councilor Warren thanked her committee members, who were a diligent and collegial group: Katrina Bloch, Jayne Moneysmith, Ran Li, and Lori Wilfong. This year PAAC completed three main tasks: evaluation of 55 travel requests, 6 FPIL applications, 9 load lift applications, and 4 post-tenure load lift applications.

B. **Committee II.** No report, as the committee did not receive a charge this year.

C. **Colloquium Committee.** Councilor Starkey thanked her committee members: Joel Carbonell, Robert Mittner, Deb Shelestak, and Tanya Hrubik-Vulanovic. Special thanks go to Julie Spotts, Cynthia Williams, and Cynthia’s team at External Affairs for all of their help marketing this year’s colloquia. Four presentations were given, one in the fall and three in the spring, with 63 attendees total throughout the year. The committee has several suggestions for next year’s committee, including keeping colloquia at 5:00 PM on Fridays and having a call for presenters at the beginning of the year, to potentially get more people involved. Additional details and suggestions are included in the committee’s end-of-the-year report, which is appended to these minutes.

D. **Treasurer/Social Committee.** Councilor Heaphy needed to attend another meeting held during the time of Faculty Council, so she was unable to attend. Chair Earley read some excerpts from the report Councilor Heaphy submitted. On Dr. Heaphy’s behalf, he thanked members of the committee, Eldy Lazaroff, Lee Fox, Gwendolyn Purifoye, and Partha Pajagopal. The main activities this year included the Holiday dinner, Spring dinner, end-of-semester potlucks, and monthly snack days in the three different faculty lounges. Details of expenditures for the Faculty Fund and the Coffee fund are included in the appended full report.

E. **Handbook Committee.** No report, as the committee did not receive a charge this year.

F. **Technology Committee.** Dr. Neaderhiser could not attend the meeting but submitted a report. Chair Earley, who is also a committee member, read excerpts of the report, first acknowledging the additional committee members: Victor Berardi, Jennifer Hall, Misty Jones, and Greg Smith, along with Katie Baer (Educational Technology) and Jared Weber (Network Services). In the past year, the committee received three technology requests, one of which was just submitted. The committee also administered a survey. The survey results led the committee to develop proposals for three initiatives: (1) expansion of our technology refresh program to include a stylus-enabled “convertible” device; (2) the creation of a multimedia studio for preparing and recording online teaching content; and (3) the purchase of a large-format printer for posters and other oversized material. All three proposals have received favorable feedback from our deans; however, final decisions are still pending. Additional details of the committee’s activities this year can be found in the copy of their full report appended to these minutes.

G. **Ad hoc Memorial Garden Committee.** On behalf of the committee, Councilor Norton-Smith reported that in a recent email Brian Gardner says that we are ready to start the conceptual design meetings; plan are moving forward.
IX. Old Business

A. **Letter to Provost Regarding Shared Deans.** As agreed at the April Faculty Council meeting, Chair Earley shared a draft of a letter (through Google Docs) to the Provost expressing our concern that a plan to consolidate the deans of the regional campuses is moving forward without faculty input. All councilors had the opportunity to review the letter; everyone agreed that no changes were needed. Councilor Bhutta moved that the letter be sent to the Provost as is. Councilor Warren seconded the motion. The motion passed unanimously. Chair Earley indicated that he will send the letter.

X. New Business

A. **Support for Purchasing Sona Systems Software for Regional Campus Faculty.** Chair Earley indicated that this item was brought to Council by Dr. Cremeans-Smith and asked her to present the necessary information.

Dr. Cremeans-Smith explained that currently her Kent department (Psychological Sciences) and several other Kent departments have their introductory-level students participate in research such as experiments and surveys for course credit or extra credit. She and her Regional Campus psychology colleagues would like to establish a similar research subject pool throughout the Regional Campus system. Doing so would give our students opportunities that they do not currently have, in addition to enhancing faculty research. Some departments at Kent use the software Sona Systems to manage the logistics of scheduling students and running reports. For a variety of reasons, we cannot use Kent's license. The Regional Campus system can purchase one license to cover all regional campuses for $1400. That would give us unlimited use for one year.

Dr. Cremeans-Smith said she would like to ask for support for this purchase. She will take the results of our vote to the next RCFAC meeting on May 19, where she will present the issue and answer questions.

Councilor Hollenbaugh asked if the software would be available for an instructor to use for one particular course. Dr. Cremeans-Smith said that it would, as long as the instructor has IRB approval for the study. Assistant Dean Kasturiarachi asked if the pool of subjects would constitute a random sample. Dr. Cremeans-Smith indicated that it is a convenience sample, not a random sample, which is a limitation but is done frequently. For example, a pilot study could work well with this type of sample.

Councilor Lehnert moved to support this request to purchase a regional campus license for Sona Systems. Dr. Mukherjee seconded. The motion passed unanimously.

B. **Ideas for Compensation of Faculty Supervising Undergraduate Research.** Chair Earley indicated that our purpose today is not necessarily to resolve this issue, but rather to generate ideas that could be addressed more fully in the future. He asked Councilor Lehnert to explain the situation, as he had brought it to Council’s attention.

Councilor Lehnert indicated that he and some of his colleagues spend extensive time working with students on research but receive no compensation. Most of his students
pursue research through Individual Investigations, which do not count towards our workload. He has talked to colleagues at other institutions who are compensated in a variety of ways, and perhaps some of them are available to us. As a factual point, several councilors mentioned that Individual investigations do get compensated in the summer when we are not otherwise on contract.

Chair Earley remarked that one concern would be ensuring that there is some uniformity in the way that faculty are compensated across disciplines, since different departments offer different types of opportunities for students.

Assistant Dean Kasturiarachi agreed, indicating that he is well aware that some faculty are doing a great deal of work without being compensated appropriately, but the situation is far more complicated than it might initially seem. Compensation must be equitable for all faculty who work with individual students in many different ways. We cannot necessarily compensate in the same way that Kent departments do, but we do need to take into account other regional campuses.

After additional discussion, Chair Earley said that this issue might be referred to a committee. He recommends that at the September meeting Faculty Council create an ad hoc committee or refer the matter to Committee II.

C. **Election of New Officers.** Chair Earley conducted elections for the officers for the coming year. Before taking nominations for each position, he read a description of the responsibilities for the position. Results of the elections are as follows:

- **Chair:** Dee Warren
- **Vice Chair:** Kim Garchar
- **Secretary:** Jayne Moneysmith
- **Treasurer:** Paula Sato

XI. Announcements

A. Members of the Social Committee reminded councilors that the Spring Potluck will be held on Wednesday, May 11 from 11:00 to 3:00, in the 4th floor faculty lounge of Main Hall.

B. Several councilors noted that Commencement is next Friday, beginning at 7:00pm.

XII. Adjournment

At 4:27 PM Chair Earley adjourned the meeting to Executive Session to discuss a faculty personnel issue.
Chair's Year End Report
6 May 2016

First and foremost, I would like to thank everyone on Faculty Council for all of the work they have done this past year on committees, RTP review, NTT Performance reviews, and all of the other activities performed this past year. Dean Seachrist and Assistant Dean Kasturiarachy are both due special recognition and thanks for the efforts they have made this past year to promote open dialog between faculty and administration, and I personally thank them for the help they have provided me. This campus runs much better when we all work together, and the hard work, dedication, and willingness to share ideas of both members of Council and the administration this past year has made my job much easier.

I am especially grateful and appreciative of the members of Faculty Cabinet (Leslie Heaphy, Dee Warren, Jayne Moneysmith, Lucas Engelhardt, Don Thacker, Thomas Norton-Smith, and Deans Seachrist and Kasturiarachy) this past year for all of their work planning, setting the agenda, and coordinating all of our meetings this past year, recommending committee assignments, and their work on the Strategic Plan Strategy Map. These individuals have all been extremely supportive, willing to speak up as necessary, and have made this past year serving as chair much easier for me.

I would also like to recognize the chairs and members of all committees for their service this past year. Committees of Council this past year were chaired by Dee Warren (PAAC), Sebastian Birch (Committee II), Leslie Heaphy (Social), Stephen Neaderhiser (Faculty Technology), Brad Sheperd (Handbook), and Lindsay Starkey (Colloquium). While these positions are often unnoticed and the work of these committees unrecognized, they are all very important for the smooth operation of this campus, and I thank you for your dedication and service this past year.

Finally, I would like to express my appreciation to Debbie Schneider, Barb Elsass, Rae Ann Franks, and Shanna Kuikahi for all of their help this past year. As chair, there are often times when you are not sure where to go to get information or accomplish different tasks. These individuals have been extremely helpful this past year, and I thank each of them for both putting up with me and their willingness to help.

Reappointment, Tenure, Promotion and Performance Reviews

The ad hoc RTP committee reviewed 17 reappointment files (which includes 4 first-year reviews), 4 tenure files, and 2 promotion files. In addition, the full professors reviewed two files for promotion to Professor. In addition, the ad hoc Performance review committee reviewed 6 Simplified Performance Review files and 4 Full Performance Review files.

My sincere thanks to all of the members of these committees for their careful review of these files, their thoughtful deliberations, and writing of ballots. It is crucial that faculty remain part of these reviews, and our campus takes justifiable pride in the fact that we continue to provide meaningful contributions to these processes. This is a very time-consuming and under-appreciated task, but I am very thankful for all of the excellent work you did on this. While my letters are the most visible part of this process, this would not be possible without the hard work each of you put into this, and I thank you for your dedication to this task.

Committees

Service is one of the responsibilities of tenure-track faculty, and both TT and NTT faculty responded very well to the committee preferences survey. Faculty Cabinet did an excellent job of using this information to provide recommendations for committee assignments for both Committees of Council and Dean's Committees. I would like to especially thank those individuals who agreed to serve as Chairs of all of these committees.

In addition to standing committees, two ad hoc committees were created this past year. Thank you to the members of the Space Committee (chaired by Lucas Engelhardt) and the Memorial Garden Committee (chaired by Thomas Norton-Smith).
Other Activities

In addition to the activities noted above, Faculty Council completed a number of other tasks this past year, including the following.

- Appointed members of the Dean's search committee
- Recognized Dr. Walter Wagor's contribution on behalf of the Science and Nursing Building
- Made a recommendation for granting Emeritus Status to Prof. Khourey-Bowers
- Cabinet met to work on a draft of the Strategy Map for implementation of the KSU Stark Strategic Plan
- Made a recommendation on a salary adjustment for a KSU Stark faculty member
- Drafted a letter to Provost Diacon regarding a proposal for joint deans, expressing our concern about the lack of faculty involvement in this process
- Reviewed eight President's Excellence Award applications

Upcoming activities for the next year

While it is not possible to know what the future holds, there are a couple of items that seem likely to impact Faculty Council during the next academic year.

- **Campus Handbook** – Work continues on the University Handbook. When this is completed, we will need to review our handbook to make sure that it is consistent with this new document. Even if there are no contradictory statements, it may be necessary to reorganize this to align better with the University Handbook.
- **RC Administration** – A new VP Kent State System Integration should be hired by this summer, and discussion of combining of campus deans and sharing of TT faculty between regional campuses is likely to be one of the first charges for this individual. While our campus is currently slated to not have to share our Dean, whatever decision is finally made will impact our campus. We need to be aware of what is happening with this and be willing to serve on any committees formed to examine these proposals.
- **Shared Hires** – This year, the Provost indicated that all new TT faculty hires will be shared between campuses. While this was not fully implemented in Spring 2016, this has the potential to be a significant problem for our campus. It is important that we pay attention to this issue and take appropriate action.
- **Strategic Plan** – Our current Strategic Plan covers the period 2013-2018. It is likely that we will start initial talks on the next Strategic Plan during the Spring of 2017.

Final Thoughts

It has been an honor serving this campus as the Stark Faculty Council Chair this past year. While I am not always the best at showing it, I am very grateful for the support that I have received this past year from faculty, staff, and administration. Thank you.

Clarke Earley
Stark Faculty Council Chair
The Professional Activities Advisory Committee (PAAC) membership consisted of Deirdre Warren (chair), Jayne Moneysmith, Lori Wilfong, Ran Li, and Katrina Bloch. Our activities this AY consisted of reviewing travel requests, Faculty Professional Improvement Leave (FPIL) applications, and traditional as well as post-tenure load lift applications.

The committee reviewed and made recommendations on 55 conference travel requests. We reviewed and provided our assessments of six FPIL applications. We reviewed and made recommendations on nine traditional load lift applications (eight research and one teaching), and four post-tenure load lift applications.

As this was the first year of the post-tenure load lifts, we recommend that specific guidelines be created and solidified in writing. We also recommend the consideration of creating opportunities for funding requests that would cover other purposes for travel, i.e. place-based research and significant conference committee involvement.
Faculty Colloquium Committee Report
Stark Faculty Council Meeting, May 6, 2016

End of the year committee report on behalf of the Faculty Colloquium Committee (Robert Miltner, Joel Carbonell, Deb Shelestrek, Tanya Hrubik-Vulanovic, and Lindsay Starkey)

This year we had a total of four faculty presentations: one presentation in the fall semester and three presentations in the spring semester. The presentations occurred in the following order:

**Presentation 1: November 13, 2015:** Dr. Ann Martinez and Dr. Greg Smith – 25 in attendance

**Presentation 2: February 19, 2016:** Deb Shelestak, RN, Ph.D; Dawn Richards, BSN, RN-BC; Cherie Mountain, MSN, RN-BC; Eldy Lazaroff, RN, MSN, NP; Jean Zaluski, M.Ed.: Loretta Aller, RN, MSN, CNS; Janet Reed, RN, MSN; Chrissy Kauth, RN, MSN; Laura Brison, RN, BSN, MT; Jennifer Hostutler, RN, CCRN, CNS; and Melissa Owen, MSN, RN – 12 in attendance

**Presentation 3: March 18, 2016:** Professor Brian Newberg, M.F.A.; Professor Arwen Mitchell, M.F.A.; and Gary Brown, Writing Editor-at-Large, Canton Repository – 11 in attendance

**Presentation 4: April 15, 2016:** Dr. Eric Taylor and Professor Andrea Myers, M.F.A. – 15 in attendance

Specific Comments and Suggestions for Future Colloquia Presentations:

1. Have a call for presenters at the beginning of the fall semester from which to select the colloquia presenters
2. Have one faculty presentation in the fall semester and two in the spring semester
3. Keep the faculty presentations on Fridays at 5:00pm
4. Coordinate the fall presentation with the fall full faculty meeting
5. Coordinate one of the spring presentations with a Faculty Council meeting
6. Coordinate the other spring presentation on a Friday without a Faculty Council meeting
7. Have a balanced presentation lineup of junior and senior faculty presenters, both TT and NTT
8. Have a balanced presentation lineup by discipline
9. Have one of the three colloquia presentations where the whole university community, including students, can attend

*Special thanks to Julie Spotts, Cynthia Williams, and Cynthia’s team at External Affairs for all of their help marketing this year’s colloquia.*
The social committee was quite busy this year and so special thanks to the group, Eldy Lazaroff, Lee Fox, Gwendolyn Purifoye and Partha Rajagopal. Thanks for all your help and efforts in planning activities for the campus. Main activities included: Holiday dinner, Spring dinner, Holiday end of semester potluck, spring potluck and monthly snack days in the different faculty lounges.

### Treasurer’s Report

#### Summary

**Faculty Fund**

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<th>Description</th>
<th>Amount</th>
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<td>Balance entering summer 2015</td>
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<tr>
<td>Collected for 2015-2016</td>
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<tr>
<td>Total expenses:</td>
<td>$1,114.90</td>
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<tr>
<td>Ending Balance:</td>
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**Coffee Fund**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
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<td>Balance entering summer</td>
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<tr>
<td>Collected</td>
<td>$45.55</td>
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<tr>
<td>Balance entering fall</td>
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<tr>
<td>Collected in fall:</td>
<td>$449.40</td>
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<tr>
<td>Coffee Expenses for fall:</td>
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<tr>
<td>Coffee fund balance entering spring</td>
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<tr>
<td>Collected in spring:</td>
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<tr>
<td>Expenses in spring:</td>
<td>$126.92</td>
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<tr>
<td>Coffee Fund Balance:</td>
<td>$281.72</td>
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</table>

#### More detailed report:

**Faculty Fund--$0**

**Summer**

- Cards: Jay Sloan—dad; Greg Blundell—mom and step dad;
- Contributions: $25—Jay Sloan—memorial for dad
- Faculty fund Balance entering fall: $0
- Collected: $1,625 from 52 individuals

**Fall**

- Cards: Matt Lehnert—dad; Jeanne Wingfield (2); Keith Lloyd; Partha;
Stamps: $3.36

Contributions: $25—memorial for Matt Lehnert’s dad; $25—Blundell memorial; Jeanne--$25 gift

Holiday potluck—2 parties
  Napkins--$6.14
  Plates/cups/bowls-$12.29
  Silverware--$6.43
  Fine arts--$10.55
  Table cloths--$6

Faculty secretary gifts: (6 people)--$25 Jeanne, $50 Debbie Ely; $100 each for other 4= $475

Snack Days
  Table cloths- $3
  Small plates/napkins/bowls--$4.26

Holiday Dinner—43 attended--$1, 118 collected--$1,204.28 bill (reception charge plus service charge)--$86.28 paid

Spring
  Cards: Jeanne, John Lovell-mom, Paul Sommer—baby, Julie Cremean-Smith-dad, Ralph Menning—surgery, Glen Kerr-wife

Contributions: Ralph--$30 gift card and plant, Paul--$25 baby, John--$25 hospice; Julie-$25 cancer society

Snack Days
  Table cloths--$2.55
  Silverware--$3.99
  Small plates/bowls/napkins--$4.72

Spring potluck
  Tablecloths-$2.55
  Silverware--$4.99
  Plates/cups--$6.79

Secretaries gifts--$115

Total Expenses (before spring dinner): $958.90
  Spring dinner: dinners for 6 tenured/promoted faculty = $156.00

Ending balance: $510.10
Coffee Fund (entering summer) -- $150.89

Collected -- summer
$3.00 loose
$15
$25
$2.55 loose

Total: $45.55

Spent -- Summer
$15.25 two coffee
$3.28 creamer
$3.00 tea bags
$13.76 two coffee
$3.49 creamer

Coffee Fund Balance entering Fall -- $157.66

Collected in fall: $449.40
Total: $607.06

Fall -- Spent for three lounges now -- 4th floor, fine arts and science and Nursing
$45.52 6 regular coffee
$15.85 2 decaf coffee
$42.72 creamer, tea bags, cocoa, sugar, splenda
$30.00 filters
$23.22 coffee, decaf tea bags, Splenda, creamer
$26.45 4 coffees
$30.00 filters
$18.00 sugar
$22.00 splenda, measuring cups (2 lounges); 2 coffee
$44.36 6 coffees, stirrers, 2 creamers
$21.42 3 coffee
$11.00 filters
$19.56 tea bags (2), Splenda, hot cocoa
$32.56 coffee (3), cocoa, Splenda
$21.25 creamer, tea bags, coffee
$18.27 coffee (2); creamer (2)
Coffee Expenses for fall: $422.18

Coffee fund balance entering spring: $184.88

Spring 2016
$8.76 loose change collected
Collected
$215 total

Coffee fund balance after collections: $408.64

Spent
$7.45 tea, decaf tea
$6.29 coffee
$8.45 cremora (3)
$5.83 stirrers (1000)
$18.75 coffee (3)
$6.35 cremora (2)
$15.55 coffee (2) decaf (1)
$22.55 coffee (2), decaf (1), tea (2) hot cocoa (1)
$29.60 coffee (3), tea (3), sweet n-low, cremora (2)
$6.10 scrub brush for coffee pots—science and nursing

Expenses: $126.92
Coffee Fund Balance: $281.72

Respectfully Submitted,
Leslie Heaphy
Faculty Council Treasurer
Faculty Technology Committee  
End of Year Report, AY 2015-2016

This report summarizes the activity and initiatives of the Faculty Technology Committee, consisting of Stephen Neaderhiser (chair), Victor Berardi, Clarke Earley, Jennifer Hall, Misty Jones, and Greg Smith, along with Katie Baer (Educational Technology) and Jared Weber (Network Services) for the 2015-2016 academic year.

In the past academic year, we have reviewed three faculty requests for technology. We also administered a faculty-wide technology survey, which supported new committee initiatives and led to three committee proposals submitted to the Dean’s Office.

Faculty Requests

In AY 2015-2016, the Faculty Technology Committee received three faculty technology requests:

1) Misty Jones requested a new soundboard for the Music Technology program. The Music Department had already resorted to renting equipment (or borrowing from students) to compensate for the existing soundboard’s deficiencies. Misty’s request identified the Behringer X32 32-Channel Digital Mixer as the most affordable option (estimated cost: $2,582). The committee unanimously supported the request, which was then approved by Dean Seachrist; the Music Department has since purchased the new soundboard.

2) Victor Berardi requested the permanent issue of a Microsoft Surface Book, a “convertible” laptop that doubles as a stylus-enabled tablet, for his next Technology Refresh. Rather than make a recommendation that only applied to Victor’s request, the committee resolved to investigate broader faculty interest in such an option, as an established alternative within the campus Technology Refresh policy (discussed below, in “Community Initiatives”).

3) Shelly Heron has requested an upgrade to the Smart Notebook software used on the smart board in Library 007. The installed software version is “aging out” and is no longer compatible with newer computers, meaning Shelly and her MCED students are unable to train with the system, which is predominantly used in Stark County schools. Shelly’s request was submitted when this report was being written; the committee is currently reviewing it, and I have spoken with Kristin Mayo in Network Services about possible plans of resolution.

Faculty Technology Survey

In Fall 2015, the Faculty Technology Committee administered an online survey to address the various aspects of faculty technology usage and support. The survey’s goal was to identify some of ways faculty used technology in both their teaching and research, as well as any technologies that faculty felt should receive new or additional campus support. The survey was sent out to all full-time KSU-Stark faculty; it was completed and returned by 74 faculty members.

The survey’s results have been very useful in helping to establish some general baselines for the faculty’s use and expectations of technology as part of their activity both in and outside of the classroom. The survey also enabled us to educate faculty on already available technologies. For example, several respondents stated that they would benefit from having dual monitors in their offices (which can be requested, with proper justification). Katie Baer was able to follow up with these individuals on how to submit a request for a second monitor.
Committee Initiatives

The technology survey also offered the opportunity to gauge faculty interest in three prospective technological options that the Faculty Technology Committee had been considering proposing to the Dean’s Office: a stylus-enabled alternative for the Technology Refresh policy, a multimedia studio for preparing and recording online teaching content, and a large-format printer for printing posters and other oversized material. Based on the positive survey response, along with further input from faculty and administration, the committee developed and advocated for proposals requesting administrative support for these technological initiatives.

1) **Expansion of Technology Refresh to include a stylus-enabled “convertible” device**

   Based on the committee’s inconclusive review of Victor Berardi’s request (as previously noted), this initiative was bolstered by the technology survey: a notable number of responding faculty stated that they would also like similar devices for their next Technology Refresh cycle. Therefore, rather than recommending Victor’s individual request, the committee attached it to a broader recommendation, asking Dean Seachrist to investigate the feasibility of including a stylus-enabled device as an option within the Technology Refresh policy. Dean Seachrist accepted our recommendation and has asked Network Services to explore pricing, security issues, and software compatibility. At present, no final decision has been made.

2) **Creation of a multimedia studio for preparing and recording online teaching content**

   This initiative was developed primarily by Katie Baer, with input and feedback from the Faculty Technology Committee. Katie developed a plan to convert Main Hall Conference Room 2 into a distraction-free multimedia studio, with the equipment necessary for faculty to record audio and video lessons for online teaching. Responses to the technology survey indicated a strong interest, with over 50% of faculty stating they would use it (another 45% believed it to be a valuable resource, even if they did not personally use it). The estimated cost of the proposed conversion is $2,387, which would include a dedicated computer, cameras, microphone, and pen tablet. Katie has submitted this proposal to the Dean’s Office, with the full support of the Faculty Technology Committee, and is currently awaiting a decision.

3) **Purchase of a large-format printer for posters and other oversized material**

   This initiative, first suggested by committee member Greg Smith, was supported by the technology survey: over 60% of respondents indicated they would use a large-format printer at least a few times every year (if not more frequently) to print oversized materials, such as posters for conference presentations. After receiving a cost analysis by Cort Sutherland in Network Services, the committee drafted a proposal requesting the purchase of the HP DesignJet Z5400, for an initial cost at $6,363 (with a $600 yearly service contract). If 100-170 posters are printed each year (range depending on quality), an onsite large-format printer will be more cost-effective than the primary option currently available, where faculty pay up to $100 (per poster) to print via FedEx Kinko’s. The committee polled a selection of 20 faculty who reported printing at least 50 posters in the past academic year alone. They also reported at least 50 additional posters that “never got printed” (i.e., they declined to present research at conferences) due to the out-of-pocket cost. Based on this small faculty sample, an onsite large-format printer is a cost-effective and beneficial way to support faculty. The committee has submitted the proposal to Dean Seachrist and is currently awaiting a decision.
Future Directions

While the Faculty Technology Committee awaits decisions on the proposals already submitted, aspects of technology support may still be identified within the gathered technology survey data. One area, for example, that may benefit from further attention is the use and support of classroom smart boards, a topic discussed in the survey as well as addressed in Shelly Heron’s recent request.

In the meantime, the committee would like to thank all of the faculty who have given input and feedback, by way of the survey as well as in individual conversations, and the committee encourages the continuation of the healthy dialogue contributing to the support and advocacy of faculty technology.