Kent State Stark Faculty Council Minutes

September 18, 2015

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

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


Absent: Eric Taylor.

Ex-officio: Assistant Dean Bathi Kasturiarachi, Interim Dean Denise Seachrist.

Guests: Adeel Bhutta, Rob Kairis, Chrissy Kauth, Thomas Norton-Smith, Gwendolyn Purifoye, Carrie Schweitzer, and Paul Sommer.

III. Approval of Agenda

Motion to approve: Councilor Tobias
Second: Councilor Birch
The agenda was unanimously approved.

IV. Approval of Minutes of the May 8, 2015 Meeting

Motion to approve: Councilor Heaphy
Second: Councilor Lloyd
The minutes were unanimously approved with small amendments.

V. Chair’s Report

Chair Earley welcomed all Council members and thanked them for their willingness to serve. He also indicated that he appreciated the hard work of the RTP committee. He shared the following information with Council:

A. First Council Meeting of 2016. The third Friday in January falls before the first day of the semester—on January 15—so that is the date of the first meeting for the spring semester. Mark your calendars.

B. RCFAC Report. On September 11, the first RCFAC meeting of the semester was held. Dean Nameth (Interim Provost for KSU System Integration) indicated that his position is now a President’s Cabinet-level position. He indicated that President Warren and the Board of Regents feel that the regional campuses have been under-utilized, and he
believes that some efforts will be made to correct this. One area mentioned was an increase in help from “Enrollment Management.” However, he was not optimistic that regional campuses would be able to maintain the current percentage of tenure-track faculty. RCFAC will be drafting a statement indicating the importance of maintaining TT positions on the regional campuses, with the intention that Dean Nameth will bring this concern to the President.

Dean Nameth mentioned that a pilot program is being looked at where students will complete the first two years of their degree on a regional campus, then finish the final two years online. However, for this pilot, the online coursework would be taught solely by Kent campus faculty. RCFAC was concerned by the implication that RC faculty are not qualified to teach upper-level coursework.

It was also mentioned that the U1C summary (and two minority reports) are posted on the Kent State website (http://www.kent.edu/u1c).

C. **Open Communication.** Chair Earley indicated that we should encourage colleagues to bring forward issues of concern, for Council can’t act unless it hears about problems. He intends to maintain an open-door policy and will strive for open communication.

D. **Fall Faculty Meeting.** This semester’s all-faculty meeting will be held on Friday, November 13. An agenda will be forthcoming.

VI. Dean’s Report

Interim Dean Seachrist thanked Councilors for their willingness to serve and welcomed everyone to this first meeting of the semester. She then commented on the following items:

A. **Positive Attention for the Campus.** We garnered Kent campus and community support through the opening of the Science and Nursing Building.

   The president was here for a meeting with the Advisory Board, then she met with students, then with faculty and staff, and then with her and the provost. The president and provost made many positive comments about the campus.

B. **New Positions.** We will be hiring for two new positions, one for our global initiative and the second for our multicultural initiative.

C. **Update on Florence Study Abroad Program.** At the May 2015 Faculty Council meeting, it was reported that 12 of our students would be going to Florence during the summer. However, the final numbers were even better. Fourteen students actually went, and each student received a scholarship.

D. **Enrollment.** Only three campuses in the Kent system are showing an increase in enrollment, according to the 15th-day numbers: Kent, Ashtabula, and Stark. Our College Credit Plus students and our students from Shenzhen Polytechnic are responsible for part of our increase.
E. **Dish with the Dean.** Dean Seachrist will continue her informal “Dish with the Dean” gatherings, which have been very successful so far. She also reiterated that she would like feedback on how often we would like to hear from her. (Every two weeks? Once a month?) She asked that Councilors tell people in their constituencies that she is interested in feedback about this.

F. **Sundial.** Dean Seachrist indicated that some people had expressed surprise about a sundial being dedicated to President Warren during the Science and Nursing Building opening. They wanted to know when the decision was made and where the funds came from. Dean Seachrist explained that the building came in under budget, so funds were left over, and the decision was made over the summer when most faculty were not on campus. It has become a tradition to give the president a commemorative gift when a new building is dedicated. They were looking for something tying art to science. When brainstorming for a proper gift, she eventually thought of a sundial. We have the iconic clock on campus, so the sundial ties into that as well. Arts in Stark helped us find a local artist. There is a process to get funding for public art when in the process of building a new building. President Warren seemed very pleased with the sundial.

VII. Assistant Dean’s Report

Assistant Dean Kasturiarachi said that the new semester is off to a good start. We had few issues, even though we have a new building. He also thanked those who attended events on Wednesday related to the president’s visit and those related to the campus dean search.

A. **Enrollment.** Our enrollment is up slightly. It would be great if we could increase enrollment in the spring. The spring schedule is currently visible but not open to students.

B. **College Credit Plus.** The College Credit Plus program has been very successful in enrolling students. Our long-term goal is to attract students to our campus after they graduate from high school.

C. **Partnership with Shenzhen Polytechnic.** So far our Chinese students are all doing well, and we are hoping to strengthen this partnership.

D. **Searches.** We had 11 hires for this year, and we are in the planning stages for searches for next year. The appropriate coordinators have already been consulted.

E. **New Programs.** We are having environmental scans done for three programs: hospitality management, environmental studies, and early childhood education.

F. **Instructional Needs.** His office will continue to support faculty instructional needs, so keep him apprised as new needs arise.

G. **Science and Nursing Building.** Everything is going well in the new building, but some changes are still needed. He appreciates faculty patience as some minor issues are resolved. Chair Earley indicated that Connie Kramer deserves thanks for her hard work.

H. **Emeritus Status.** Professor Claudia Khourey-Bowers has requested emeritus status. This request was forwarded to Faculty Council, and he hopes that this body will act on it. The request was also forwarded to the director of the school, who has approved the request.
VIII. Committee Reports

A. **PAAC.** Councilor Lloyd indicated that no money was left from the summer, and ten travel requests are now in process.

B. **Committee II.** No report, as the committee has not yet been constituted or charged.

C. **Colloquium Committee.** No report.

D. **Treasurer/Social Committee.** Councilor Heaphy thanked those who have already contributed to the faculty fund. Already 36 faculty have contributed, but typically less than half of the faculty contribute. She is reluctant to send multiple reminders, but Council members felt that it would be appropriate to do so. She is now supplying coffee supplies to three buildings. To date, only 14 people have paid.

E. **Handbook Committee.** No report.

F. **Technology Committee.** Councilor Earley stated that only one request had been submitted over the summer, which has been dealt with.

IX. Old Business

None.

X. New Business

A. **Recognition of Dr. Wagor's Efforts on Behalf of the Science and Nursing Building.** Councilor Heaphy explained that several faculty had expressed concern that our former dean’s contributions to our new Science and Nursing building had not been fully acknowledged. They were asked to put together a statement, which Councilor Heaphy distributed. It reads as follows:

The faculty of Kent State University at Stark would like to publicly and gratefully acknowledge the contributions of former Dean Walter Wagor to the construction and completion of the Sciences and Nursing Building at Kent State Stark. Dean Wagor’s focus on and contributions to project implementation, architectural details, and fundraising are deeply appreciated and applauded.

Councilor Lloyd moved that Faculty Council endorse this statement; Councilor Shepherd seconded the motion. The motion passed unanimously. It was suggested that in addition to including this statement in the minutes, the dean might also send a letter to Dr. Wagor.

B. **Proposed Space Committee.** Referring to a written proposal that he had distributed prior to the meeting (a copy of which is included in these minutes), Chair Earley introduced the idea of creating an *ad hoc* Office Space Committee, noting that the purpose would be to work with the administration and Business Office to develop transparent and faculty-driven policies regarding office usage, furnishings, and the arrangement of those furnishings. At present, faculty offices are equipped in a standard manner, even though there are substantial differences in the spatial organization of the offices, and faculty do not all want the same thing from their office. The committee would come up with a set of recommendations or guidelines for faculty who desire changes in their office. It might also recommend temporary usage options for empty offices. The committee would operate as an *ad hoc* committee for the academic year. At the end of
this year, the committee will bring forward a proposal to make the committee permanent if that is needed.

Councilor Heaphy moved that the committee be formed and charged as outlined in the proposal Chair Earley presented. Councilor Warren seconded the motion. Discussion ensued, during which Councilor Starkey asked how the work of this new committee would overlap with the work of the ad hoc committee that updated the Office Policy last year. Chair Earley clarified that there is no overlap; this new committee would not deal with who gets which office but would have more to do with what’s in the offices. Councilor Lloyd asked if the committee would encroach on the Business Office in any way. It was suggested that the committee work with the Business Office and administrators as needed.

Chair Earley suggested that he ask for volunteers, and then that information would be brought to Cabinet and later to Council for approval of membership. Assistant Dean Kasturiarachi noted that the second bullet point in the written proposal should indicate findings be brought to Faculty Council for their recommendation instead of their approval, and that changed was readily accepted. The motion passed unanimously as amended.

C. **Consideration of Emeritus Status for Professor Khourey-Bowers.** Chair Earley referred to Assistant Dean Kasturiarachi’s request during his report that Council act on the request for emeritus status by Professor Khourey-Bowers, and he gave an overview of her background and work on this campus.

Rather than have Faculty Council vote on this issue, he would like Council to approve a motion for the campus ad hoc RTP committee to make a recommendation on the emeritus status of Dr. Khourey-Bowers, as has been the past practice on this campus. Councilor Heaphy moved that the RTP committee make a recommendation, and Councilor Tobias seconded. The motion passed unanimously. Chair Earley indicated that he would bring up the issue at the meeting of the RTP committee following this meeting of Council. He will then write a letter to the deans to provide a record of the discussion.

D. **Committee Recommendations.** Chair Earley had earlier distributed Cabinet’s recommendations for committees. Councilor Heaphy moved that Council approve the membership recommendations listed for the Committees of Council. (Council approves the Council committees, but it only makes a recommendation for the Campus Committees.) Councilor Birch seconded. After a short discussion, the motion passed unanimously. A copy of the approved Council Committees and the recommendations for the Campus Committees is appended to these minutes.

XI. **Announcements**

On behalf of Kristi Yerian and Kelly Simonis, Chair Earley announced that a Major/Minor Fair will be held at the Campus Center on Monday, October 12, and Tuesday, October 13, from 11:30-1:30. The event is open to all current students who would like to explore options for majors and minors at Stark.

XII. **Adjournment**

Chair Earley adjourned the meeting at 2:48 PM.
Proposed ad hoc Space Committee
18 September 2015

Purpose

Almost all of the faculty offices on this campus are equipped in a standard manner, which is generally suitable. However, there are substantial differences in the spatial organization of offices given their locations, size, and whether or not they have windows. Not all faculty want the same thing out of their office. Some desire a place to drop books before going to class only to leave directly when classes and office hours are completed. Others seek a warmer environment more suitable to research, writing, and meeting with students. Given that these are a “home away from home” for faculty while also being part of an institution that strives for equal access and opportunity for all FT faculty, we would like to explore new ways to ensure fairness, transparency, and flexibility in office usage and furnishings. This is a particularly appropriate time to explore this due to new space that has (or will) become available because of completion of the Science and Nursing Building, the planned renovation of Fine Arts, and a number of retirements.

As an example of items this committee might consider, currently empty offices could be converted into faculty-student meeting spaces for times when faculty offices are not large or welcoming enough (student group work, for example) or storage for faculty research files (those that must be locked, according to IRB). Guidelines could be developed so that considerations for faculty who desire addition bookcases, shelving, etc. could be treated in a more consistent manner.

The purpose of this committee is to work with the administration and business office to develop transparent and faculty-driven policies regarding office usage, furnishings, and the arrangement of those furnishings. This committee may also deal with faculty requests for changes in office usage.

Charge

• This committee will work with the Stark campus administration and the business office to determine (a) opportunities and restrictions that need to be placed on changes to university-provided office furnishings and (b) possibilities and limitations to faculty on items that they are allowed to bring into, or have removed from, offices. It is envisioned that these discussions will take into consideration items including, but not limited to, safety issues (fire code, …) and potential costs to the campus.

• Create a written summary of their findings to serve as a source of guidance to faculty who desire changes in their offices. These findings will be brought to Faculty Council for approval. If approved by both Faculty Council and the Stark Campus Dean, this summary will then be made available to all full-time faculty.

• If made a standing committee of Faculty Council, this committee could receive and act on faculty requests for any change to their office furnishings that would require assistance by campus facilities staff.

Time Frame

It is envisioned that this committee will function as an ad hoc committee for the 2015-2016 academic year. During this period, the committee is asked to determine whether or not they see a need for this to be a standing (permanent) committee. If so, they are asked to bring a proposal for formation of this committee to Faculty Council for discussion at a date no later than the April 15, 2016 meeting.
KSU Stark Committees – 2015-16
Membership proposed by Faculty Cabinet

Committee I: Professional Activities Advisory Council (PAAC) - Committee of Council
Deirdre Warren (Chair), Katrina Bloch, Ran Li, Jayne Moneysmith, Lori Wilfong

Committee II - Committee of Council
Sebastian Birch (Chair), Brian Betz, Daniel Casteneda, Carrie Schweitzer, John Lovell

Social Committee - Committee of Council
Leslie Heaphy (Chair), Lee Fox, Eldy Lazaroff, Gwendolyn Purifoye, Parthasarathy Rajagopal

Faculty Technology Committee - Committee of Council
Stephen Neaderhisen (Chair), Victor Berardi, Clarke Earley, Jennifer E Hall, Misty Jones, Greg Smith

Handbook Committee - Committee of Council
J. Brad Shepherd (Chair), Thomas Norton-Smith, Oliver Ruff, Paula Sato, Don Thacker

Colloquium Committee - Committee of Council
Lindsay Starkey (Chair), Joel Carbonell, Tatjana Hrubik-Vulanovic, Robert Miltner, Debra Shelestak

Academic Planning Committee - Stark Campus Committee
Cynthia Barb (co-Chair), Lee Fox (co-Chair), Adeel Bhutta, Leslie Heaphy, Janice Kover, Robert Sturr, Peter Dorff

Campus Activities Budget Committee - Stark Campus Committee
Jack McWhorter (Chair), Ian Anderson, Beth Butler, Matt Lehnert, Mary Rooks, Relja Vulanovic

Student Scholarship Committee - Stark Campus Committee
Loretta Aller, Andrew Burns, Amy Damrow, Chih-ling Liou, Deepraj Mukherjee, Urmila Pal Chaudhuri

Student Research Travel Committee - Stark Campus Committee
Leslie Heaphy (Chair), P. Bagavadoss, Greg Blundell, Bei Cai, Angela Guercio, Mary Gallagher
Distinguished Teaching Award Committee (spring) - Stark Campus Committee
   Julie Cremeans-Smith (Chair), Paul Andaloro, Daniel Casteneda, Robert Hamilton,
   Thomas Norton-Smith, Janet Reed

AURCO Representative - Stark Campus Committee
   Eric Taylor

Undergraduate Research Assistant Committee - Stark Campus Committee
   Claudia Gomez (Chair), Melissa Bauer, Lucas Engelhardt, Gro Hovhannisyan, Ralph Menning

Black History Committee (spring) - Stark Campus Committee
   Joel Carbonell (Chair), Robert Hamilton, Laurie Delaney, Ted Guedel

Women's History Committee (spring) - Stark Campus Committee
   Allyson Drinkard (Chair), Lynn Adams, Marty Daniels, Ann Martinez, Andrea Myers

Diversity Committee (spring) - Stark Campus Committee
   James Seelye (Chair), Joel Carbonell, Allyson Drinkard, Claudia Gomez, Deepraj Mukherjee, Jay Sloan

LGBT Faculty Committee (spring) - Stark Campus Committee
   Jay Sloan (Chair - Fall), Brian Chopko, Jen Cunningham, Lori Fatchet-McGee, Mason Shuman

Student Complaint Committee (spring) - Stark Campus Committee
   Laura Brison, Kim Garchar, Brenda Smith

Faculty Speaker Series Committee (spring) - Stark Campus Committee
   Scott Tobias (Chair), Matthew Hollstein, Keith Lloyd, Paul Sommer, Lisa Waite