Kent State Stark Faculty Council Minutes

April 17, 2015

I. In Chair Norton-Smith’s absence, Vice-Chair Lloyd presided, calling the meeting to order at 2:00 PM.

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


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

Absent: Leslie Heaphy, Thomas Norton-Smith, Robert Hamilton, Matt Lehnert, Don Thacker.

Guests: Clarke Earley, Rob Kairis, and Gwendolyn Purifoye.

III. Approval of Agenda

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

IV. Approval of minutes for the March 20, 2015 meeting

Motion to approve: Councilor Warren
Second: Councilor Sturr
The minutes were unanimously approved.

Approval of minutes for the April 10, 2015 meeting

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

V. Chair’s Report

Vice-Chair Lloyd read Chair Norton-Smith’s report, as follows:

A. April 10th Faculty Council Meeting. Provost Diacon and Associate Provost Thomas met with the Faculty Council on April 10th to discuss the timetable and procedures to be followed in the search for a campus dean. In response, Chair Norton-Smith sent out a call to full-time faculty for self-nominations to serve as representatives on the search
committee. The deadline for nominations is April 24\textsuperscript{th}. The faculty search committee members will be elected by the old and new Faculty Councils at the May 1\textsuperscript{st} meeting.

B. **Search for Associate Provost Thomas’ Replacement.** The Provost consulted with the RCFAC on Tuesday, April 7\textsuperscript{th}, regarding the search for Wanda Thomas’ replacement. While the Provost asked that most of the details of the conversation remain confidential until an official announcement comes from his office, the following information can be shared:

1. While Dr. Thomas currently serves as *both* the highest ranking administrator in the regional campuses *and* as the Dean of the Regional College, the search to come will separate those responsibilities; there will be separate searches.

   The national search for the highest ranking administrator will proceed first and be completed over the course of next year. Before the search begins, the President will decide what the title will be: Associate Provost, Vice President for Regional Campuses, or whatever. Regardless of the title, it will be a Cabinet-level position.

2. The Provost will make an announcement about interim appointments within 10 days.

C. **RCFAC Meeting.** The RCFAC met on Friday, April 10\textsuperscript{th} with a straightforward, no nonsense agenda:

1. AAUP President Chris Fenk met with RCFAC for about an hour to discuss issues of regional campus concern in the upcoming contract negotiations.

2. Chair Ciuba conveyed that Provost Diacon submitted the 1 University Commission report—along with dissenting viewpoints—to President Warren during spring break. There was some discussion about whether the report should be considered the Commission’s report, since it never voted to approve the final draft.

3. The Chair updated the RCFAC on the progress of the University Handbook. The Handbook Committee’s hope is that it will be completed by the end of summer, so our campus handbook will need to be revised by the end of the Fall 2015 semester. If the roll out is delayed—the best of worlds—then we’ll have until the end of Spring 2016.

D. **Faculty Council Elections.** Voting for next year’s Council members is underway and ends on Friday, April 24\textsuperscript{th}. An impressive bunch of miscreants are standing for election.

VI. Dean’s Report

A. **Faculty Office Policy.** Interim Dean Seachrist distributed copies of the report submitted by the *Ad hoc* committee charged with examining the faculty office relocation policy. Both she and Assistant Dean Kasturiarachi have looked at the report and believe that the committee has done an excellent job. The report references a document in the dean’s office that lists faculty by the date they signed their initial contract. That date is how we determine seniority, which in turn determines issues such as who gets a window office. She indicated that Assistant Dean Kasturiarachi will be speaking to groups of faculty who will be affected by the new space opening up in our new building. Assistant Dean Kasturiarachi interjected that no faculty will be forced to move to the new building if they prefer to stay in their current office. Faculty will be moving in at least three stages:
(1) Science and nursing faculty will be able to pick offices in the new building, based on seniority; (2) first-floor Main Hall faculty will be moved, together if possible, perhaps to the third floor; and (3) any other open offices will be assigned by seniority.

Interim Dean Seachrist thanked the committee for their work and indicated that she will email the report to all faculty.

B. Orator at Commencement. Dr. Hollenbaugh will not be able to attend May's commencement ceremony, and therefore she will be unable to serve as orator. The name of the orator is needed by Monday for the program. During the discussion of how we should proceed, Councilor Blundell indicated that he would like to be considered. After additional discussion, Councilor Shelestak moved that Councilor Blundell be designated the orator for this May's commencement only, with additional discussion at a later time about how to proceed in the future if Dr. Hollenbaugh is unavailable. Councilor Hovhannisyan seconded the motion. The motion was unanimously approved.

C. Global Education. We now have 14 students who will be studying in Florence. Dean Blank will be providing monetary support for six students, and our campus will be supporting eight.

In addition, our colleague Dr. Bei Cai has been working on a possible partnership with Shenzhen Polytechnic in China. They may be able to send some of their students to our campus to study. The students will be pursuing a specialty in teaching English as a foreign language, so they should not have a major language problem. We had been hoping to start with 10-15 students in Fall 2016, but now it looks as though they may wish to send as many as 30 students for the Fall 2015 semester. We might also be able to arrange for their instructors to take courses here. Eventually we might create an ongoing partnership, potentially even a 2 + 2 program or a 2+3 program. Some meetings have taken place with the Global Education Office at Kent. Also, we can partner with Malone and have these students live in their dormitories, which are under-utilized. This arrangement has been vetted through University Counsel. (It may also be possible to extend this housing arrangement to other students in the future.)

Councilors acknowledged that there could be potential problems if we do not have a strong infrastructure in place but expressed strong support for this endeavor. Councilor Sturr mentioned that the Department of English has a good model for teaching ESL that is portable. Councilor Shepherd stressed that Dr. Cai should be given release time to help facilitate the program.

VII. Assistant Dean’s Report

A. Update on Faculty Searches. Assistant Dean Kasturiarachi reported that the Art and Communication Studies TT searches are both finishing up, and the Marketing TT search should soon be completed as well. Phone interviews have been completed for our first Education TT search and the FTNTT Reference and Instruction Librarian search, as well as Skype interviews for the FTNTT position in ASL. Two additional searches will be charged soon.

B. Scheduling. Summer 2015 enrollment is steady but slightly down from last year, including in online courses, but enrollment often increases after spring semester classes are over. Letters on proportional pay for the summer will be coming out in early May. Fall 2015 registration is ongoing. Assistant Dean Kasturiarachi will be contacting coordinators soon about the Spring 2016 schedule.
C. **College Credit Plus.** We have three partnerships that are moving along. We hope to have all details worked out soon, including faculty to teach the courses.

D. **Update on Academic Planning.** The Corporate University is conducting environmental scans to determine student and community interest in the Hospitality Management Major and additional courses in Gerontology. Assistant Dean Kasturiarachi hopes to be able to report on progress in May.

E. **New Staff Positions.** The search for a new senior secretary in his office is continuing. Rae Ann Franks and Debbie Schneider are doing a great job keeping everything running while the office is short-handed. Interviews are also underway for two part-time positions for the Science building.

VIII. Committee Reports

A. **PAAC.** Vice-Chair Lloyd noted that there have been 26 requests so far this year, with 17 still outstanding. There have been seven new requests since the last meeting.

B. **Committee II.** At the February meeting, it was determined that Committee II’s report on implementing Goal 2 (Academic Excellence) from our 2013-2018 Strategic Plan would not be acted upon until Cabinet discussed it. Cabinet subsequently decided to ask all faculty for feedback, with the understanding that Faculty Council would discuss the report again today, at the April meeting.

Councilor Sturr led a wide-ranging discussion on Committee II’s process and the feedback received, focusing on a report authored by Carrie Schweitzer, Lindsay Starkey, and Brian Chopko designed “to add some concrete suggestions for ways in which proposals in the report could be implemented.” It was acknowledged that this report makes some interesting suggestions and that it was already in the hands of the deans, by virtue of having been initially submitted to Assistant Dean Kasturiarachi in addition to Chair Norton-Smith. After additional discussion, Councilor Birch moved that Committee II’s report dated February 27, 2015, be accepted as is, and forwarded to the deans with a recommendation that its proposals be considered for implementation. Councilor Shelestak seconded the motion. The motion passed, with a vote of 12 yes, 0 no, and 1 abstention. Council thanked all members of Committee II for their work.

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

D. **Treasurer/Social Committee.** Councilor Heaphy sent in a report asking people to remember to RSVP for the spring dinner on May 1. Also, if they have any remarks they would like to make for our retirees, Claudia Khourey-Bowers and Cyndy Trochhio, they should be emailed to Gwendolyn Purifoye.

E. **Handbook Committee.** Councilor Shepherd discussed some small tweaks to Part B of the Faculty Excellence form, which he had distributed prior to the meeting. A copy of these changes will be included with these minutes. Councilor Warren expressed concern that the tables listing information on courses use the official enrollment numbers that are tabulated early in the semester, which may not reflect the number of students actually still in the course who are eligible to fill out student evaluations. Several councilors shared this concern, and discussion ensued on issues that relate to enrollment figures and what figure would yield the information most helpful for interpreting the FEA form. Finally, it
was decided that it would be best to keep using the official figure. Councilor Birch made a motion to accept the FEA form as Councilor Shepherd presented it. Councilor Tobias seconded the motion, which unanimously passed.

F. Technology Committee. Dr. Earley presented the report that had been distributed to Council prior to the meeting, which recommends that all full-time faculty be given the option of selecting a stylus-enabled portable computer such as the Lenovo ThinkPad Yoga instead of the standard PC or Macintosh computers currently supplied. After Council discussed potential drawbacks and benefits, Councilor Warren moved that Council recommend that the Lenovo ThinkPad Yoga be added as a refresh option; Councilor Birch seconded the motion. The motion unanimously passed.

IX. Old Business
   None

X. New Business
   None

XI. Announcements and Statements for the Record

   Councilor Sturr shared that during a recent conversation with President Warren she expressed appreciation for the campus and the fine work that we are doing.

   Councilor Moneysmith read an announcement on behalf of Councilor Hamilton: The Black History Month speaker, Shea Dunham, who was cancelled by the weather is rescheduled to speak about “Love, Relationships and the African-American Family” on Friday, April 24 at 7:00 PM in the Main Hall Auditorium. This presentation will take place right after the Faculty Colloquium. Everyone is invited.

XII. Adjournment
   Vice-Chair Lloyd adjourned the meeting at 3:30 PM.
Part B 2014: Form to be Completed and Submitted for Faculty Excellence Award Evaluation
Kent State University at Stark

Please consult Part A: Procedures for Faculty Excellence Awards, for more information about the guidelines for these awards.

Submission Procedure:

1. Change the file name of this completed form from “Part B 2014” to include your last name for example “Doe Excellence.”
2. Do not change the wording of the forms. Modifying the form will render the application invalid.
3. Save the document as a PDF file.
4. Submit the PDF file as an assignment in your Blackboard course “TT Faculty Excellence Awards.” When you submit the file you will immediately get a confirmation message at the top of the page and your submission history will be displayed with the attachment link. You will be able to click the link and download a copy of your submission as your receipt.
5. If you choose to submit supplemental materials, they must be submitted as a single pdf document via email to Debbie Schneider in the Dean’s office (dschnei1@kent.edu) by 11:59 pm, Monday, October 27. Supplemental materials are not required and are not normally needed; however, you may submit materials if you believe they are necessary to make your case. These supplemental materials will be shared with the ad hoc merit review committee.

Submission Deadline: Monday, October 27, 2014 AT 11:59 P.M.

Evaluation Period: August 19, 2013 - August 17, 2014 (or, for faculty who entered the bargaining unit later than August 19, 2013, from the effective date of appointment as a tenure-track faculty member).

Name:

Rank:

Department:

Date:

This form is submitted for evaluation in these areas (check one or both).

___ Scholarship of Teaching/ University Citizenship

___ Research/Creative Activity
CATEGOR Y 1: TEACHING AND UNIVERSITY CITIZENSHIP

Scholarship of Teaching

A. Courses taught
Use the following tables to list data about each course you taught during the review period. List each section separately. If the teaching activity was uncompensated (e.g., individual investigations, reviewing/directing student portfolios, honors thesis), indicate the course number/title and make clear that the activity was uncompensated. To calculate Uncompensated Overload Hours, multiply the Enrollment x .25. For example, all of the following would lead to .75 hours overload: 2 students enrolled in a 1 hour course and 1 student in a 3 hour course, 3 students in a 3 hour course, or 3 students in a 1 hour course. If you were on leave during a semester, please indicate that information. If you did not teach in the summer, ignore that table.

In the “Section Mean” and “Campus Mean” columns, please record the mean for the “Total of Instructor Items 7-16” (at the bottom of page 1 on the SSI Instructor Report), plus the standard deviation. If the SSI does not report a “Total Instructor Mean,” you need to add the means for items 7-16 and divide by 10, rounding to the nearest 2 decimals. Enrollment refers to the official count, which appears in Flashline and on the SSI summary; # SSIs returned is the number of surveys returned, which is used to provide context for the means and not as a criterion for FEA.

FALL 2013

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<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Enrollment</th>
<th># SSIs Returned</th>
<th>Section Mean(SD)</th>
<th>Campus Mean(SD)</th>
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Load lift/special assignment hours: _____ Describe briefly:____________________________________________

Compensated Overload hours: ______ Uncompensated Overload Hours: ______

Briefly describe why any of the above overload hours are meritorious: ____________________________________________

Briefly describe any supervising/mentorship you provided to a URA or student assistant:

SPRING 2014

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<th>Course No.</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Enrollment</th>
<th># SSIs Returned</th>
<th>Section Mean(SD)</th>
<th>Campus Mean(SD)</th>
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Load lift/special assignment hours: _____ Describe briefly:____________________________________________

Faculty Excellence Award Evaluation • 2
Compensated Overload hours: ______  Uncompensated Overload Hours: ______

Briefly describe why any of the above overload hours are meritorious: ______________________________________

Briefly describe any supervising/mentorship you provided to a URA or student assistant: ______________________

SUMMER 2014

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<th>Course No.</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Enrollment</th>
<th># SSIs Returned</th>
<th>Section Mean(SD)</th>
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Load lift/special assignment hours: _____  Describe briefly:______________________________________

Compensated Overload hours: ______  Uncompensated Overload Hours: ______

Briefly describe why any of the above overload hours are meritorious: ______________________________________

Briefly describe any supervising/mentorship you provided to a URA or student assistant: ______________________

B. Publications, presentations, and grant activity related to teaching

1. Briefly describe contributions (to research related to teaching) provided by a URA: ______________________

2. Use the following table to list information regarding publications related to teaching from August 19, 2013 through August 17, 2014. Materials must be published in print or online. Do not list items that are not yet published (e.g., only submitted, under review, in revision, or “accepted”). If you listed an online first article for previous merit consideration, do not list its paper version this this time.

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<tr>
<th>Citation</th>
<th>Publication Date</th>
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3. Use the following table list information regarding your presentations related to teaching from August 19, 2013 through August 17, 2014.

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<th>Presentation Title</th>
<th>Conference/Meeting</th>
<th>National/Regional/Local</th>
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4. Use the following table to list grants related to teaching that you received from August 19, 2013 through August 17, 2014.

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<tr>
<th>Project Title</th>
<th>Granting Agency</th>
<th>Role (e.g., Principal Investigator)</th>
<th>Amount</th>
<th>Date</th>
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C. Statement on the Scholarship of Teaching

In the format of your choice (for example, narrative or bulleted list) provide an analysis and rationale for why your teaching efforts show achievements above and beyond job expectations for faculty at the Stark Campus. (For examples, see the Stark Faculty Handbook section on merit.) Be mindful that the review committee is multi-disciplinary, so explain the significance of issues specific to your area of expertise. Note that listing your activities in the preceding sections does not in itself demonstrate that your work is deserving of a Faculty Excellence Award. Your statement will be limited to 500 words; please ensure that your analysis is relevant and concise.
University Citizenship

A. Please use the following table to list information regarding your citizenship activities from **August 19, 2013 through August 17, 2014**. Include service to the campus, service to the department/school, service to the university/college/regional campuses, service to the profession, and service to the community related to your disciplinary expertise.

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<thead>
<tr>
<th>Committee or Activity Name</th>
<th>Time Period</th>
<th>Responsibilities/Contributions</th>
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B. Statement on University Citizenship

In the format of your choice (for example, narrative or bulleted list) **provide an analysis and rationale** for why your citizenship activities show achievements **above and beyond job expectations** for faculty at the Stark Campus. Be mindful that the review committee is multi-disciplinary, so explain the significance of issues specific to your area of expertise. Note that listing your activities does not in itself demonstrate that your work is deserving of a Faculty Excellence Award. It is incumbent upon you to make a case that demonstrates that your work is meritorious. **Your statement will be limited to 500 words; please ensure that your analysis is relevant and concise.**

CATEGORY 2: RESEARCH/CREATIVE ACTIVITY

A. Publications, presentations, exhibitions, performances and grant activity related to research/creative activity.

1. Briefly describe any work contributed by a research assistant: ____________________________________________________________
   _________________________________
   __________________________________________________________________________________________________

2. Use the following table to list information regarding your publications related to research from **August 19, 2013 through August 17, 2014**. Materials must be **published** in print or online. **Do not** list items that are not yet published (e.g., only submitted, under review, in revision, or “accepted”). If you listed an online first article for previous merit consideration, do not list its paper version this year.
### 3. Use the following table to list information regarding your exhibitions, performances, and other creative activity from August 19, 2013 through August 17, 2014.

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<th>Exhibitions, Performances, Shows</th>
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<th>Juried/Invited</th>
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### 4. Use the following table to list information regarding scholarly presentations from August 19, 2013 through August 17, 2014.

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<tr>
<th>Presentation Title</th>
<th>Conference/Meeting</th>
<th>Presentation Date</th>
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### 5. Use the following table to list grants for scholarly projects that you received from August 19, 2013 through August 17, 2014.

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<thead>
<tr>
<th>Project Title</th>
<th>Granting Agency</th>
<th>Role (e.g., Principal Investigator)</th>
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B. Statement on Research/Creative Activity.

In the format of your choice (for example, narrative or bulleted list) provide an analysis and rationale for why your efforts related to your research/creative activity show achievements above and beyond job expectations for faculty at the Stark Campus. Be mindful that the review committee is necessarily multi-disciplinary, so explain the significance of issues specific to your area of expertise. Note that listing your activities in the preceding sections does not in itself demonstrate that your work is deserving of a Faculty Excellence Award. It is incumbent upon you to make a case that demonstrates that your work is meritorious. Your statement will be limited to 500 words; please ensure that your analysis is relevant and concise.