Tuscarawas Campus Faculty Council Meeting Minutes
October 8, 2014

Faculty Present: Akpan, Auld, Baker, Bears, Bihn-Coss, Brindley, Engohang-Ndong, Feng, Fenk, Fuller, Gerbig, Graff, Hediger, Hoffman, Jewell, Jones, Kangas, Keiller, Li, Main, Minnick, Newman, Osikiewicz B., McEnroe-Petitte, Rajagopal, Willey

Administrators Present: Bielski, Conrad, Donley, Haldar

I  Call to Order

Willey called the meeting to order at 4:05 pm.

II  Approval of Sept 10, 2014 minutes

Unanimous approval of the Sept. minutes (Li/Jones)

III  Treasurer’s Report

The balance of the flower fund as of 10 September 2014 (last faculty council meeting) was $1,025.22. Since then we’ve had deposits of $100, but no withdrawals. This brings the balance to $1,125.22.

Donations of $20 are still being accepted by Akpan. You can pay by cash or check. Please make checks payable to “Tuscarawas Campus University Foundation”.

IV  Chairperson’s Report

A. Faculty Excellence Award
   1. The TT/Tenured Unit just met regarding Faculty Excellence Awards for this year. Please remember that applications are due by October 27 at 5pm to Carla electronically—she sent out the guidelines last week. The focus is on teaching and research. Let Willey know if you need those again.
   2. All members of the unit, whether they apply or not (and first-year faculty cannot apply), are permitted to review all applications and rank them. I will have details about that in your mailboxes shortly after the applications are due.

B. Representative Faculty Council Task Force
   1. We have met twice, and have scheduled two town hall meetings for the coming week.
   2. Our goal will be to look at a variety of models (I will provide a listing of what the task force has created), and we will also take ideas from the floor. The purpose of the town hall meetings will be more about thinking through which models are philosophically in-line with our goals. Then we will ask all faculty to complete a survey on the models they prefer. Then, and only then, will
the task force delve into the details—which is where the difficulties lie. After we have worked out some possibilities, we will bring them back to town hall meetings for input.

3. The goal is to bring a model that has garnered some consensus to vote by Faculty by February, so that we will have time to include these new provisions in the Handbook if they are approved.

C. RTP for TT faculty at the Reappointment Committee/Faculty Chair Summary stage is finished. Willey would be most interested in meeting with all candidates who have any questions or concerns about their letters.

D. 1UC

a. Willey asked all standing committee chairs to distribute the 1UC materials to all committee members. While there will be other official venues for you to provide feedback (civic commons, members of the committee will visit and solicit your feedback in person), Willey wants to make sure that she is representing our faculty body as well as possible. To that end, PLEASE let her know, now or via e-mail/conversation later, any of your thoughts regarding the topics up for discussion.

b. Willey is a member of the Faculty Roles and Responsibilities subcommittee, who met yesterday and will meet again Friday with stakeholders and staff to garner information that will help us draft our ideas.

c. Though feedback was requested, no discussion ensued.

E. RCFAC

a. RCFAC met on Friday Sept. 12, and Willey agreed to be secretary for the Fall semester.

b. College of Business/Regional College Proposal for an Applied Business Degree

i. RCFAC had a hearty discussion about Jarrod Tudor’s idea (which Wanda Thomas seems to be in favor of) for a degree in Applied Business. The Letter of Intent has not yet been sent to the Board of Regents, and when it is there will be two years to explore the degree.

ii. We discussed some pros and cons of such a degree. From the Regional College vantage point, this would be a degree we could control/own, so it could help with the new funding model and also ease recent problems about which faculty are permitted to teach what courses in that college. From the con/faculty vantage point, this could be seen as a secondary degree and push students to the Kent campus. There are a variety of concerns, and lead faculty at the regionals in the College of Business have met to discuss these potential problems. This will be an ongoing discussion, but in the meantime, let me know if you have any strong feelings about this.

iii. Some discussion ensued, with Newman offering information about the proposed degree from a Regional College view. He said that
the Regional College is in favor, but as a reactive decision rather than a proactive one.
c. Articulation agreements:
   o The Regional College has reaffirmed that we should be following University Guidelines for creating these, and we should also probably make sure that individual FCs are a part of the process.
d. Regional College senator: RCFAC discussed what Minnick reported on last time about the fact that the Regional College representative had never been appropriately approved by the Board of Trustees.
e. Listening Tour: Warren has visited all regional campuses. There has been an overall positive response to her energy and willingness to listen. Ciuba talked to her for about 15 minutes about several issues and topics: a) the need for permanent and independent deans, b) more TT hiring, c) workload equity and how to build some time into faculty schedules for research d) the pleasure that regional campus faculty take in interacting with students, and e) the desire for more communication and consultation throughout the university. Ciuba invited her to a RCFAC meeting. Probably she will visit in the spring.
f. RCFAC passed a resolution that the Summer Breakeven formula should include state subsidies, as it does in virtually every other unit. The Regional Campus Deans rejected our proposal, but suggested we negotiate for it in the next CBA.
g. A grievance has been filed and is in process about the ongoing interim Dean at Trumbull.
h. Beth will inform you about the Handbook process in her report, though we also spent time discussing that.

V  Faculty Senate Report - No report.

VI  Committee Reports

Standing Committee Reports

A. Academic Affairs:
   McEnroe-Petitte reported that the committee met and discussed the assigned charges.
   a. The charges are:
      1. How to expand service and service-learning opportunities for students and faculty on our campus;
      2. The pedagogical needs for workshops and training by the Educational Technology position,
      3. Reviewing the AQIP (Academic Quality Improvement Project) projects: identifying those that have been completed and suggesting new ones as old ones are retired, and reviewing any curricular proposals that are presented.
b. The committee had concerns about the charges and needed further information as to the direction that we should undertake. In addition, some of the charges or parts thereof are also assigned to other committees. Denise took the committee’s comments to the cabinet meeting scheduled with Nicole Willey to further discuss the charges with the other committee chairs. This was done and it was suggested for Denise to meet with the Dean to discuss the charges and the manner in which he would like to see these handled.

c. Denise has met with the Dean to discuss the charges. Dean Bielski offered some suggestions as to how this committee could look at the needs of the campus. Denise will schedule a meeting to share his comments with the committee.

d. In addition, a new proposal from John Baker regarding the ITAP 26650 Medical Billing Procedures course was discussed. Proposed changes consist of the following: Add to the course description that the course includes a 30 clock hour internship, the prerequisite courses-ITSP 26655 ICD Coding and ITAP 26656 CPT Coding, and change the lecture hours to 2.000 lecture hours, and 1.000 lab hour. Baker was present to further discuss the proposal for the group. To get official approval, a formal proposal must be submitted for voting during the next faculty council meeting.

B. Faculty Affairs

Osikiewicz B. reported that faculty affairs committee met twice since the last faculty council meeting.

A. At the September 19, 2014 meeting, the Faculty Affairs committee reviewed and discussed all three committee charges – mentoring, faculty excellence criteria and the campus handbook.

1. Mentoring: For mentoring on the campus, the committee briefly discussed the possibility of having a TT senior faculty member assigned to be the faculty mentor for all junior TT faculty as well as a NTT senior faculty member assigned to mentor all junior NTT faculty. Each faculty member would receive load for this assignment and help candidates with file preparation. As a result, each faculty member would need to be someone that is very familiar with the software used to submit files whether it is folioweb or something else the University chooses to adopt.

2. Faculty Excellence Criteria; For faculty excellence criteria the committee agreed that there needs to be established criteria. The committee also discussed possible changes in tallying the results. Some suggestions included developing a rubric (which might be difficult since there are so many different disciplines on
campus) and altering the way that we tally the results by removing the highest score and the lowest score before comparing the rankings. The committee also discussed possibly the need to meet to discuss merit applications like we do with RTP files, but this suggestion was quickly discarded because of the ugliness of those meetings in the past. Therefore, the committee will continue to look at other models and continue to discuss the faculty excellence criteria and procedures. However, because of the amount of time required to develop the criteria and get it approved, the committee decided unanimously that it was not possible to have something in place for this year’s merit cycle.

3. The Campus Handbook: Finally, the handbook was discussed. The committee was informed by the faculty chair that the University Handbook is set to be approved by Provost Diacon on or before January 12, 2015. If this happens, then our handbook would need to be submitted for approval to the Provost’s Office by the end of spring 2015. The committee then decided where each section of our handbook should be placed according to the five subsections of the University Handbook as outlined in the TT CBA. A document with that listing was provided to all members of faculty council. The committee is asking that all member of faculty council review the document and let Beth Osikiewicz know if they disagree with the placement of a particular section. Pay close attention to those items that are placed in Section IV – Other Campus Guidelines since anything placed into this section is not grievable by a faculty member.

B. At the October 1, 2014 meeting:
1. The committee looked at revisions of the campus handbook on the new Section I: Matters of Campus Governance and Related Procedures. The committee made several edits to this section. However, because this section deals with governance, some of Section I is on hold until the Representative Faculty Council Task Force finishes their charge on whether we adopt a representative faculty council or not. The changes that were agreed on at that meeting were made and distributed to the committee for further comments on the evening of October 1. As of today, October 8th, no further corrections have been received from the committee. The committee then decided to work on Section II.

2. The chair of faculty affairs has scheduled a meeting with Dean Bielski on October 9 to discuss the handbook and ask for his input. The next meeting of the Faculty Affairs Committee is Friday, October 19th where we will continue to edit the handbook.

C. **Electronic Communications:**
Li reported that the electronic communications committee met on September 23.
The Committee went through all six charges at the beginning of the meeting. Since Charge 2, computer refresh policy recommendation, and Charge 6, training workshops, are dependent on the result of Charge 1, the Committee spent most time on the planning of the Survey of Faculty Technology Needs and Computer Refresh. The committee discussed the major questions that needed to be included in the survey and agreed on the timeline for the completion of the survey. Based on careful deliberation, the Committee instructed the Chair to come up with a draft of the Survey, circulate the draft among the Committee members, and request input from faculty at the next Faculty Council meeting, issue the online survey to the faculty a week after the next FC meeting, hold another ECC meeting to review the survey results and formulate the ECC recommendation on the computer refresh policy, and present the highlights of the survey as well as the computer refresh policy recommendation to the faculty at the November FC meeting. On behalf of the ECC, Li invites all faculty to send him your suggestions for survey questions and your needs for specialty computer software. You will have a week to provide your input and another week to complete the online survey which will be made available to you in a week.

D. **Library** – no report

**g. Student Affairs** - Jones reported that the student affairs committee met on Sept. 29 to discuss the charges as follows:

1. **Student Research Colloquium:** The Committee is calling for proposals for the annual Student Research Colloquium. The colloquium will be held on April 13th 2015. If you are working with students who are conducting research, please encourage them to submit a proposal. The application was forwarded to faculty. Proposals for the colloquium are due November 14th. Last year we had students from a variety of disciplines present great projects. The committee is working to keep the momentum going this year.

2. **Student Research Conference Application:** We have funding opportunities for students traveling to conferences and other educational events. The Student Research conference application is for students who are presenting at conferences. The deadline to submit this application is November 14th for Spring 2015 conferences.

3. **Student Travel Fund:** The Student Travel Fund application is for students who are going to academic events that supplement their research and learning experience (e.g., going to a conference but not presenting, field trips). The deadline for submitting a Travel Fund application is October 17 for fall trips.

4. The committee is considering a proposal for faculty to earn some kind of credits as a way of encouraging participation.

**Ad Hoc Committees**

**A. Artist Lecture Committee** – no report
B. **Diversity Committee** – no report

C. **Service Learning Committee**
   1. Dr. Harding reported that the Service-Learning Ad Hoc Committee met today, 8 October 2014 for the first time. Dean Bielski was welcomed as a guest.
   2. The committee discussed several ways to encourage participation in service and volunteer activities. A few specific recommendations are going to be forwarded to the Faculty Affairs committee; the committee will also be working on developing a definition of service that includes both service learning and other volunteer activities.”

D. **Safety Committee** – no report

VII **Unfinished Business**

There was no unfinished business.

VIII **New Business**

There was no new business.

IX **Administrator Reports**

A. **Dean’s Report**
   1. Chili cookoff: Enjoyed; congratulations to the Education club for hosting the event. Looking for similar ways to engage with students; will be having a Browns v Bengals event on campus for students and the community. WJER will be here.
   2. Blue and Gold task force: Had first meeting. Goal is to develop a document which will be used for scheduling by the administration. A part of blackboard is set up to do committee work, but the communication right now is only going one way, meant to be interactive.
   3. Calls for Faculty Excellence Awards were made in prior meeting. If you are interested and eligible, see Dean Bielski or Dr. Willey.
   4. Continue to meet with Committee and task force chairs. Asking them to think in terms of ideally, what would you like to see happen? What if money were not an object?
   5. Up at Kent recently. President gave some initial feedback in terms of what she was hearing and areas of focus or emphasis. Distinctive Kent experience was a theme. Provost gave an update on University Commission 1.
   6. About 1/2 way through promotion and tenure materials and my recommendations; very impressed with the quality of teaching research and citizenship exhibited by faculty.
   7. Security force to be on campus soon.
8. Engineering Tech Director search continues. Chaired by Joan Lappin; search committee has four faculty members; will make recommendations to Dean Bielski.

9. Hearing about the need for desks and chairs; will ask Walt to price.

10. Annual campaign kickoff will be 11:00 to 1:00 on Tuesday. Monies go to support scholarships and programming. Goal is 100% participation.

11. The new TUSC campus Website will be launched on Dec 10.

12. Newsletter - will be a naming contest.

B. Assistant Dean’s Report

1. United Way Campaign:
   a. Faculty and staff will be receiving a letter and a pledge form very soon. This event will be occurring at the same time as the Annual Campaign for the Campus, providing an opportunity to give to both campaigns at the same time? This is achievable by simply completing the United Way form and indicating that the money should go to the Tuscarawas University Foundation. That way you are giving to United Way and to our Campus Campaign at the very same time. Even $1.00 would be greatly appreciated. Thanks to everyone in advance.

2. Summer 2015 Teaching at Another Regional Campus Reminder:
   o If you would like to teach on another regional campus for summer 2015, please let that Campus know by November 15. Send a written request to the Assistant Dean’s Office of that regional campus. Soon you should be receiving a letter or email regarding this procedure.

3. Student Evaluations - FLASH SURVEY
   o Kent State is continuing the pilot for the Flash Survey this Fall Semester. The units who volunteered to be in the pilot previously will continue this Fall Semester. For regional courses, this includes: all courses - Ashtabula, Geauga and Trumbull; all online courses – fully online and partially online; All Math Emporium courses
   o Additionally, the Flash Survey is being used to administer survey questions to several academic units to deliver key information the units seek from their students.
   o For the Tuscarawas Campus, we will be doing the hard copy of the SSI as usual. However, some of our courses have been selected for the online Flash Survey this semester. I will be contacting those instructors to make sure they have been notified and I will be working with those faculty members.
   o If you would like additional information, please look on the web at www.kent.edu/flashsurvey.
   o No report about Spring Semester with regards to evaluations as yet.
4. Graduation Series Workshops
   o As you may know, the Assistant Dean’s office presents workshops for graduating students primarily but they are open to all students. These workshops are called the Graduation Series Workshops. We currently have the Business Dining & Etiquette for Success workshop. We also have the Graduation Fair and now we are pleased to add a 3rd workshop entitled “Soft Skills for Employability”.
   o We’ve been working on the new workshop for a long time. Students need to understand the utmost importance of soft skills (together with hard skills) to obtain jobs. Attitude is a top predictor of a new hire’s success; and skills can be taught, but attitude is difficult to change. As Herb Kelleher, former Southwest Airlines CEO used to say, “we can change skill levels through training, but we can’t change attitude”. In addition, according to a research study done by Forbes editors, “when new hires failed, 89% of the time it was for attitudinal reasons and only 11% of the time for a lack of skill.”
   o New graduation series workshop: Soft Skills for Employability: November 5, 12:05 – 1:05 pm, C107. All students – they can bring their lunch and enjoy. Topics to be discussed include the ABC’s of soft skills for employability including: attitude, body language and conflict management. Our own Dr. Ginger Bihn-Coss presenting. We will get a flyer out on this seminar.

C. Other Administrator Reports

X Announcements

• Town hall meetings to explore variety of models for the representative council for the campus: Monday, 13 October 2014 and Wednesday, 15 October 2014, both at 4pm.
• Brown bag on Service Learning on 28 October 2014, 1pm.
• The Assistant Dean’s office is holding a new graduation series workshop: Soft Skills for Employability: November 5, 12:05 – 1:05 pm, C107

XI Adjournment

The meeting was adjourned at 5:10 pm (Jewel)

Respectfully submitted,

Justice Akpan

Tuscarawas FC Secretary/Treasurer