Tuscarawas Campus Faculty Council Meeting Minutes  
March 11, 2015

Faculty Present: Akpan, Baker, Barcus, Bears, Bihn-Coss, Chen, Engohang-Ndong, Fenk, Graff, Green, Harding, Hediger, Hoffman, Jewell, Jones, Kangas, Keiller, Lashley, Minnick, Newman, Osikiewicz B., Pech, Rajagopal, Quesada, Roman, VanFossen, Willey

Administrators Present: Bielski, Bronkar, Conradac, Donley, Haldar

I Call to Order

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

II Approval of Feb 11, 2015 minutes

Unanimous approval of the Feb 11 minutes (Minnick/Galati)

III Treasurer’s Report

The balance of the flower fund as of Feb 11, 2015 (last faculty council meeting) was $1,331.71. Since then we’ve had withdrawals of $60 but no deposits. This brings the current balance to $1,271.71.

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

The chair’s report follows:

A. 1UC

1. The committee met on March 10, 2015 to discuss the Provost’s draft, which he dispersed last week.
2. There are several positive recommendations, in particular the need for a new VP of regional campus systems as well as an additional assistant for regional support. This will separate the Regional College Dean from the new, VP level position. They are also recommending a suite of offices to house the now seven person staff (used to be 5 positions, 4 people) in the library.
3. There were some problems with the report. In particular, the Faculty Roles and Responsibilities section did not adequately address our recommendations to reconsider load equivalencies for research and service, it spoke about a teaching mission for regional campuses at the expense of noting the research requirements of regional TT faculty, and it added a recommendation for joint TT hires between campuses, which our report did not recommend. (Of special concern is the implied idea that we can either have NTT hires at one campus, or
4. Willey and others from the faculty roles and responsibilities subcommittee raised these issues yesterday. Any member can submit dissenting opinion about the report.

5. As soon as a non-draft issue of the Provost’s recommendation, Willey will widely disperse it.

B. RCFAC
1. Met on February 13. Vice Chairs were invited to attend any future meetings, and Don Gerbig attended.
2. College Credit Plus is the new name for PSEO and Dual Enrollment options.
   i. The new name comes with new rules from the Board of Regents, such as, high schools being mandated to inform parents of the option, high schools not being allowed to partner with one school (so parents can choose), and high schools will now have to pay for books. Students can now earn a total of 30 credits per year starting in 7th grade.
   ii. Campus control will be somewhat maintained, in that we decide which courses we can/should deliver, students must be deemed “college ready” to participate, and colleges get to determine a “breakeven” point for offering the course.
3. Dr. Thomas reported on the Regional Enrollment Retreat, which included campus Deans, Assistant Deans and Enrollment Directors.
   i. The goal is to improve retention and recruitment, with a specific goal of each campus making up lost enrollment by 50% starting Fall, 2015.
   ii. Quite a bit of time was spent talking about many of the challenges (lower graduation rates, better economy) to improving enrollment rates, but the idea is that President Warren is looking for new ideas, and this will entail looking at the whole system.
4. Chair Ciuba shared a statement from Faculty Senate’s Vice Chair about different faculty roles throughout the university system.
   i. The sentiment was appreciated, though the statement overall reinforced stereotypes about regional faculty, in particular the idea that research is not happening on the regionals.
   ii. Our names were added to a letter that Ciuba composed, and this was disseminated to Faculty Senate’s executive committee and will hopefully be on the agenda at some point. This was to ensure that full Senate hears a different side to regional campus faculty life.
5. Provost’s response to FaSBAC issues
   i. Provost Diacon’s response to three key issues regarding budget that RCFAC has been concerned about for at least a year including: having to account for bad debt through doubling it in our budgets, paying service fees on accounts
we do not receive, and summer breakeven points. You can see that Diacon is not interested in changing these policies.

ii. Ciuba drafted a response to Diacon, but also forwarded the response to the Faculty Senate Executive Committee. RCFAC's concern is that these draconian budgeting policies are set up in Kent’s favor, but are burying regional campuses.

6. Faculty Handbook
   i. IdeaBase is hoping to have a test version of the Faculty Handbook ready for University feedback in April, and is hoping to have a finished version for the Provost before the end of the spring semester.
   ii. If this happens, all unit handbooks would need to be submitted by the end of the fall semester.
   iii. Our own campus, under Beth Osikiewicz’s leadership, is working toward that end.

7. A bill mandating reducing the rate of college tuition by 5% is before the state legislators, as we wait to see if the bill will go through. Kasich does not support the bill, but will not veto it, while the House chair opposes the bill. Further, the governor is proposing a 2% cap on tuition increases for next AY, with a frozen rate for the following year.

8. Trumbull has a new Dean (as was announced), and searches will commence for Stark and Geauga in the Fall.

9. Deb Smith, Negotiations Chair for AAUP, attended our meeting and was extremely informative and wanted to know about our ideas for the next contract. That part of our meeting was off the official record.
   i. Smith has been invited to our campus on Wednesday, April 1, from 4-6 in ST208. She is happy to have people come and go based on their schedules, so I would encourage all TT and tenured faculty to attend all or part of her meeting.

10. Elections for next year’s Faculty Council Officers: please consider running, and feel free to see me for questions.

11. Mandatory Reporting for KSU Tuscarawas Faculty and Staff
   i. All employees of KSU are mandated reporters, and what that means is that we need to report (locally to Laurie Donley, or to Loretta Shields who is the Title IX Coordinator for KSU) any incident related to sexual harassment or assault. We must report what we know: student name if we have it, accused if have it, what happened, when and where, and resources offered.
   ii. The key is that students need to understand that local resources like COMPASS are not mandated reporters, but KSU employees are.

V Faculty Senate Report

Minnick reported as follows:

At the March 09, 2015 meeting, Faculty Senate:
1. President Warren talked about the Governor’s budget plan for higher education: The Governor’s budget proposes:
   i. A name change for OBR to the Ohio Department of Higher Education.
   ii. A name change from Chancellor to Director.
   iii. A 2% increase in SSI.
   iv. A 2% cap on tuition for the next two FY’s.
   v. To allow community colleges to offer 4-year Bachelor’s degrees if no nearby 4-year college wants the degree.
   vi. The sum of $20 Million for incentives for colleges to increase efficiencies and lower costs.

2. President Warren stated that the best way to reduce the cost of a degree is to reduce the time to get a degree. This is the reason for the Got15 initiative and is in partial response to the possible passing of SB4, which requires universities to lower the cost of education by 5%.

3. The president also commented about the Governor’s executive order setting up a nine member committee of business executives to study ways to increase the operational efficiencies of higher education in the state.

4. President Warren talked about the status of three university initiatives she has setup: 1UC, the Assessment of Research, and the Assessment of Athletics. The latter two of these were conducted by external organizations. A no-cost representative from Elsevier reported that the most critical problem with research at Kent State was that RASP was underfunded and understaffed. The representative also reported that the quality, if not the quantity, of research was good. The assessor of the athletics programs stated that Kent State needs more private support, and that we need to better our results in the four priority sports of the MAC: Men’s Football, Men & Women’s Basketball, and Women’s Volleyball.

5. Senate Chair Fox comment on a letter from RCFAC Chair Ciuba commenting on Senate Vice Chair Smith comments on research and teaching loads at the Regional Campuses versus the Kent Campus at a previous Senate meeting. The Vice Chair’s comments and the letter from the RCFAC Chair is attached. All three commenters, Smith, Ciuba, and Fox are in basic agreement about the contents of the RCFAC letter.

6. The Assistant Dean for Academic Student Support Services in Undergraduate Studies, Nikki Crutchfield, talk about the Formula to Finish (F2F) initiative of 15/30/48 which includes the Got15 campaign. If students take 15 credits/semester, 30 credits/academic year, they will finish in 48 months. The initiative also encourages students to take summer classes to stay on track if necessary.

7. A group of revisions to the Grading Policies and Procedures as published in the University Catalog effective Fall 2015 was unanimously passed. Most of the changes were trivial, however, two of the changes were significant. The “F” grade is now listed as an earned grade and is now separate from the “SF” and “NF” grades. The “SF” grade may now be assigned up until the end of the semester. Previously, it could only be assigned up until the course withdrawal
deadline. This was done to comply with Title IV regulations regarding financial aid. Faculty are encouraged to reread the grading policy section of the 2015-2016 catalog prior to the start of the Fall 2015 semester.

8. Non-unanimously passed was a revision to the Minors Policy that will (1) allow students in a associate degree major to declare a minor; (2) decrease the upper-division requirement, from 9 to 6 hours; (3) require a minimum of 50 percent of the minor’s work to be earned at Kent State; and (4) establish a double-counting limitation that entails 6 credit hours in the minor to be unique to the declared major or another minor. The majority of the dissent was due to revision (2). Some Senators believed this reduction would “dumb-down” the point of obtaining a minor.

9. Over an hour was spent in heated debate about a Senate Resolution proposed by Senator George Garrison, Pan-African Studies, Kent Campus, entitled Regarding the Reappointment, Tenure and Promotion Process. Senator Garrison’s resolution requests, among other things, that the Provost explain his rationale for recent decisions regarding the RTP process. Several senators had significant issues with what they believed were too inflammatory and accusatorial statements, without empirical evidence, with regard to race, ethnicity, disability, and gender biases in the RTP process claimed by Senator Garrison in the resolution. Senator Garrison stated that he has asked the Senate Executive Committee repeatedly for data on outcomes for recent RTP candidates, but has yet to receive it. The Senate voted to return the resolution to the Senate Executive Committee where, along with input from Senator Garrison, a revised resolution could be produced and voted on at the April Senate Meeting.

Note: A significant amount of Senate discussion has been left out of this report due to time constraints. Anyone wishing to read the entire Senate Meeting minutes can contact Dr. Stephen Minnick (sminnick@kent.edu) and have a copy sent to them via email or hardcopy.

VI Committee Reports

Standing Committee Reports

A. Academic Affairs:
McEnroe-Petitte reported that Jason Ruegsegger is working on a website to place IT information for faculty, including topics of seminars that will be offered. The handout will be sent to the Academic Affairs committee about blackboard information and will be made available to those interested.

B. Faculty Affairs
Osikiewicz B. reported that the Faculty Affairs Committee has met twice since the last Faculty Council meeting and the Committee continues to work on the handbook.

The Committee has worked through every section of the new handbook except Section V (Other Campus Guidelines). Section I (Faculty Governance) and Section III (RTP criteria) are done. Section II (Workload Equivalency) continues to have items added such as the TT and FTNTT mentor positions. The Committee is proposing the creation of two positions, one TT mentor position and one FTNTT mentor position. These individuals will be responsible for orienting new faculty to the campus, offering workshops on reappointment materials, serve as possible peer reviewers for classroom observations, and any other duties as determined by the Campus Dean in consultation with the mentors. These positions will not replace individual faculty mentors. Dean Bielski has reviewed the description and has agreed to the specific language. In addition, the Committee continues to revise language regarding discipline coordinators and the specific criteria necessary for the discipline to have a coordinator. Section IV (Faculty Excellence Criteria and Procedures) has been revised once and as soon as Osikiewicz makes the recommended changes the section can be reviewed a second time for any additional changes. As mentioned previously, Section V (Other Campus Guidelines) is the only section that has not been reviewed yet. Section V will be distributed to the committee soon for their input and recommended changes.

C. Electronic Communications - No report.

B. Library
Hediger reported the Library Committee met on March 5 and addressed the following issues:
1. The library’s makerspace, including a number of topics: the possibility of developing grants to enable students to have some access to free materials to use; the possibility of charging at cost, if it is necessary to charge at all; the possibility of using the library’s materials budget for makerspace materials; the hope to make promotional materials for Tuscarawas specifically with these new tools.
2. The library’s collection of core texts. Some Faculty have provided books. But beyond faculty donations, we raised the question of which books the library might order? How should we set our priorities? (This is an issue that should be put on the Faculty Council agenda for discussion.)
3. The possibility of locating future Brown Bag events in the library to help promote a culture both in the library and around the Brown Bags—in light of the fact that attendance at Brown Bags is often very patchy.

C. Student Affairs - Jones reported that, the committee met in February and discussed the student travel/conference fund. Up to $4000 was approved for
student conference/travel funds. The student research colloquium is scheduled for Apr 13, 2015.

Ad Hoc Committees

A. Guest Lecture Committee – no report

B. Diversity Committee – no report

C. Service Learning
   Harding stated that the community engagement project proposal to be voted on today will encourage volunteering and tracking volunteering hours on our campus if approved.

VII Unfinished Business - no unfinished business.

VIII New Business

A. Tolling Request

   A motion by Roman/Fenk to endorse Ginger Bihn-Coss’s request for tolling for one year was unanimously approved with a vote of 27 yes, 0 no, and 0 abstentions.

B. Convocation Proposal

   The Student Success Committee is requesting Kent State at Tuscarawas Faculty Council lend its support for the establishment of a convocation ceremony for new freshmen students beginning Fall, 2015. The convocation will be held annually in conjunction with the Dean's Fall Kickoff meeting and New Student Orientation. Convocation will take place prior to lunch and right after the dean's meeting. Faculty will be seated on the stage in the PAC while Dean Bielski and the Faculty Chair share with students’ academic expectations and what it takes to succeed at the university level. The convocation will establish a new tradition on campus and afford students a pre-semester glimpse of academic rigor and faculty support for student success through faculty attendance at convocation. The graduation mace will be present at convocation with the faculty chair discussing its significance and history. Students will sign a matriculation book after convocation and receive a symbolic blue and gold cord that they can wear at graduation. Graduation marks the completion of study, while convocation signifies the beginning of their journey.

   Discussion ensued about allowing the specific details of timing to be worked out at a
later date.

A motion by Roman/Jones asking the faculty council to support the idea of holding convocation at the start of each academic year beginning Fall 2015 was unanimously approved with a vote of 27 yes, 0 no, and 0 abstentions.

C. Community Engagement Project Proposal

A motion by Harding/Roman asking the faculty council to support the formation of community engagement project proposal as presented by the service learning committee was unanimously approved with a vote of 27 yes, 0 no, and 0 abstentions.

D. Part-Time Representation Proposal

As discussed at the February Faculty Council meeting, KSU Tuscarawas part-time faculty are now meeting as a unit to share information.

A motion by Hoffman/Roman to invite a representative from our part-time faculty (elected/appointed as that group sees fit) to attend Faculty Council meetings for informational purposes was unanimously approved with a vote of 27 yes, 0 no, and 0 abstentions.

IX Administrator Reports

A. Dean’s Report

1. The last meeting of the President’s advisory council was focused upon the development of the new University Brand. President Warren was the meeting facilitator. The concept of Kent State being "home" for stakeholders was a prevalent theme. The University has retained a marketing firm to help with the development of the new brand. I attended a meeting with the College Dean's yesterday with the marketing company.

2. The last Academic Leadership Group meeting opened with a presentation from Valoree Vargo. She talked about the initial plans for the inauguration on May 1st. A desire was expressed for the regional campuses to be included in the activities surrounding the inauguration. Starting date is April 27th. Carla Barker is our campus point person. Conceptually, some of the events occurring on the Kent campus are to be replicated in some fashion on the regional campuses. More info will be distributed as plans move forward. Some committee's, task forces or chairs may be asked to be involved.

3. Significant discussion occurred with respect to the final decision of the HLC on the reaffirmation of accreditation of KSU. The good news was that the University is reaccredited without sanction. However, the University must file a monitoring report with the HLC. From an academic perspective, Faculty syllabi were a
problem, not clearly delineating learning outcome (i.e. expectations) for the
course. Several of the syllabi audited were severely deficient. Some only gave
basic information, such as instructor name, office hours and exam schedules.

4. College Credit plus is the new umbrella for PSEO and dual credit. I am unsure of
the impact the changes to law will have on our campus. On one hand, we could
see a larger number due to the relaxation of admissions requirements. Students
participating only need to be remediation free in language arts as gauged by the
compass exam or ACT. Math skills are not considered unless a quantitative
course is being considered. Also, seventh graders are eligible.

On the other hand, districts are free to partner with multiple institutions. Several
of our partnering institutions are talking to Stark State, Ohio University Eastern
and Zane State (for example). Several are working to have their faculty certified
teach on the campus of the high school, or are pursuing on-line options. Rumor is that these institutions are more willing to certify HS teachers quickly
than Kent.

5. At the branch district meeting, the board moved forward to pay for a traffic
study. This is the first step towards a new campus entrance.

6. The Faculty Development released time. I am pleased to announce that the
program will continue. Carla will send out an email from March 12, with details.
Applications will be due on April 15th.

7. Our campus is planning to honor several of the retiring Tusc Faculty on April
30th. Dean Bielski and Dr. Haldar have been, or will be in consultation with each
academic area to determine the plan for replacement (if needed) at the current
time.

E. **Assistant Dean’s Report**

1. **Graduation Series Workshops:**
   The final two events in the graduation series workshops this academic year
center around graduation, jobs and careers, and are sponsored in collaboration
with the Kent State Tuscarawas Alumni Association and with Ohio Means Jobs.

   Two workshops were held on March 10, 2015 as follows:
   - Resume writing: Focused on how to create a resume, forms of resume, what
to include, and which form of resume is appropriate for specific student?
   - “How to Stand Out from The Crowd”: Focuses on how to succeed at a job
     fair; how to prepare and what to do before, during, and after the job fair.

2. **Graduation/Job Fair will hold on March 17:** This is our annual one-stop
   information on commencement and career. Graduates can make sure they are
   on the graduation list and can obtain information on caps and gowns, diploma
   frames, financial aid exit counseling, alumni association and, of course, meet
with local employers who may be hiring. At this moment we have at least 20 employers that will be present and will be accepting resumes and talking with interested students.

3. Midterm Grades: Midterm grades were due last week. I am happy to report that 91% of full time faculty submitted midterm grades and 94% of adjunct faculty submitted midterm grades.

4. General Updates
   - FlashFolio will replace FolioWeb, the current electronic portfolio system that faculty have used for many years. As Provost Diacon announced, this system will be replaced with FlashFolio and a contract with a commercial vendor has already been established. Watch for announcements for training and support on FlashFolio as we migrate to this new system.
   - CurricUNET: Our new curriculum review and approval software, slowly began in Fall 2015. However, due to a thorough review of the system, the implementation of CurricUNET has been delayed. There are some malfunctions with the system that need to be resolved. We will be notified when CurricUNET is ready for us and when training sessions will begin.

5. Faculty who need to do curriculum review should do so by using the CCU workflow and program/policy proposals through the current paper process.

F. Other Administrator Reports

X Announcements:

- Taste of the World event will take place on April 8.
- Student research colloquium is scheduled for Apr 13, 2015.
- Spring award is April 10.

XI Adjournment: The meeting was adjourned at 5:30 pm (Fenk)

Respectfully submitted,

Justice Akpan

Tuscarawas FC Secretary/Treasurer