Tuscarawas Campus Faculty Council Meeting Minutes
February 8, 2017

Faculty Council Members Present: Davis Patterson, Gerbig, Graff, Green, Harding, Jones, Keiller, Osikiewicz B., Pech, Roman, Willey

Non-Voting Faculty Present: Brindley L.

Administrator Present: Bielski

I Call to Order

Gerbig called the meeting to order at 12:03 pm.

II New Business

A. President’s Faculty Excellence Award: Dean Bielski stated that Bao Qi Feng has submitted materials for the President’s Faculty Excellence Award. His narrative and materials are available in the Dean’s Office for review. Dean Bielski stated that his letter is due to the Provost’s Office by March 15th. Therefore, he needs qualitative comments before he can write his letter. Gerbig stated that he will send an email requesting comments on the application.

B. Salary Readjustment Discussion: Jean Engohang-Ndong has requested a salary readjustment. His narrative and supporting documents were reviewed by the tenure-track members of the FC. The merits of the application were discussed and feedback was provided to Dean Bielski.

C. 2017-2018 FC Election: The new FC election process was reviewed. The new FC members assume their roles at the April FC Meeting. Any faculty member who has an approved leave for academic year 2017-2018 will be exempt from serving on the FC and their names will automatically be removed from the ballot unless they indicate a willingness to serve on the FC while on leave. In addition, any faculty members who do not want to be on the FC for academic year 2017-2018 can request to be removed from the ballot. FC Chair Gerbig will approve this request unless it provides a hardship for the FC such as not having enough senior faculty members on the FC. The ballot to vote on the new FC must be sent out no later than one month prior to the April FC Meeting. Gerbig stated that he will send an email to all faculty inquiring about their willingness to serve on the FC next year.

III Chairperson’s Report

A. There was no RCFAC report since the February RCFAC meeting was cancelled.

B. Update of the Assistant Dean Search: The search committee is meeting on the afternoon of Friday, February 10th to review all 44 applicants.
IV Dean Bielski Administrative Report

A. Search Updates on Faculty Positions: Dean Bielski reported that the Affirmative Action and Charge Meetings for both search committees have taken place. The Agribusiness search has a healthy number of applicants. The CDAG search currently has two applicants. There will soon be two vacant FTNTT Nursing positions. One position was unfilled this year and one position was filled with an emergency hire. Dean Bielski stated that he wants to move forward with filling both of these FTNTT Nursing positions. There will be another possible Nursing resignation at the end of Spring semester. However, that position is a tenure-track position and Dean Bielski stated that he would like to retain that position as a tenure-track position. However, this would possibly require partnering with another regional campus such as the Salem Campus. The goal would be to have this faculty member teach three courses on the Tuscarawas Campus and one course on the other campus.

B. Climate Study: At the President’s Administrative Council Meeting, Dean Bielski stated that President Warren was very passionate about the results of the climate study. Regional Campuses came out pretty well in the climate study but there are still issues that need to be addressed.

C. Dean’s Meeting: At the last Dean’s meeting there was a discussion about point to point communication and what the next version of VTEL was going to look like. The Assistant Deans and IT members will be getting together to discuss whether there is a comparable system, a better system, or if more money should be put back into VTEL.

D. Enrollment: The concurrent enrollment on the Tuscarawas Campus was up 2.2% for Spring semester over prior years and the FTE was also up.

E. Strategic Plan: The Tuscarawas Campus strategic plan was sent to the Kent Campus but Dean Bielski stated that we are not sure if it has been officially approved yet.

F. Handbook: VP Ritchey’s Office requested a copy of the Tuscarawas Campus Handbook that highlighted the changes from our previously approved handbook. Osikiewicz provided a copy of the Handbook with all changes highlighted in yellow. In addition, Osikiewicz provided an additional document that provided the history of the handbook and detailed the major changes to the handbook to explain why so much of the new handbook was highlighted in yellow.

G. Budget: Dean Bielski reviewed the current budget for 2017 and compared it to the budgets from 2015 and 2016. The spreadsheets showed the revenue and expenses for the campus. Dean Bielski stated that the 2017 revenues are tracking almost where we were this time last year and that the 2017 expenses are running similar to where we were last year.

V Standing Committee Reports

A. Academic Affairs: Report is attached.
B. **Community Engagement:** No report.

C. **Electronic Communications:** Report is attached.

D. **Faculty Affairs:** Report is attached.

E. **Academic Learning Commons (Library):** Report is attached.

F. **Student Affairs:** Report is attached.

**VI Announcements**

A. **Flower and Fellowship Fund:** Osikiewicz stated that the current balance of the Flower and Fellowship Fund is $1057.27. The contribution to the fund will remain $20 for this year and checks can be made out to the Tuscarawas County University Foundation.

**VII Adjournment**

The meeting was adjourned at 1:04 pm.

Respectfully submitted,

Beth Osikiewicz,

Tuscarawas FC Secretary/Treasurer
Academic Affairs Committee Minutes

11/22/16

Room A114 11am

Attendance: Jason Ruegsegger, Laurie Donley, Sue Hoffman, and Kingsly Berlin

Agenda

1. BS- Engineering Technology
   a. Inactivate Concentration of Development and Commercialization
   b. Committee has approved the proposal and sent on to the next FC meeting

2. AQIP-
   a. Laurie reported that the AQIP model is not in use anymore. There will be a new system call TaskStream. Only academic programs are managed through this system through reporting. There is no need to create other project outside of the campus strategic plan that is being created.

3. Technology Trainings Update
   a. Kaltura Training has been pushed back to Dec 16th. Half hour session training with multiple sessions on that day to fit everyone’s need. An email will be sent out soon.
   b. Waiting on Survey from the Electronics Committee (about faulty needs for training) before scheduling Spring training sessions
   c. New tab on the support site for Network services. The FORMS TAB. This tab contains
      i. AV request
      ii. Digital Signage Slide Request
      iii. Virtual Desktop Request
      These forms make it easier to request. No ticket needs to be filled out. When form is completed it will automatically fill out a ticket.
   d. Training will be made available on the support site in the future.

4. No meeting for December is schedule. Will meet if any academic proposals come through.

5. Meetings for spring semester are in the process of being established based off of members availability.
Proposal Summary

[Inactivate concentration of Product Development and Commercialization in BS-Engineering Technology]

Description of Action, Including Intended Effect

Inactivate concentration: Product Development and Commercialization.

This concentration was established to answer the request from a group of local industries. Organizational restructuring occurred in these groups of industry and the needs are not there anymore.

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)

There is no foreseen impact on above mentioned.

Fiscal, Enrollment, Facilities and Staffing Considerations

There is currently no student enrolled in this concentration. No student has graduated from this concentration since the program was established.

Evidence of Need and Sustainability if Establishing

Provisions for Phase-Out if Inactivating

There is currently no student enrolled in this concentration.

Timetable and Actions Required: a chronology of actions required to approve the proposal with an anticipated implementation date for each action

Approval of the Engineering Technology faculty – October, 2016
Approval of Regional campus –Tuscarawas faculty console, November, 2016
Approval of Regional College CCC – Dec, 2016
EPC – Jan, 2017
Effective – Fall 2017
KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date 1-Nov-16
Effective Date Fall 2017
Curriculum Bulletin
Approved by EPC

Department Engineering Technology
College RE - Regional College
Degree BS - Bachelor of Science
Program Name BS - Engineering Technology
Concentration(s) Product Development and Commercialization

Proposal Inactivate program

Description of proposal:
Inactivate concentration Product Development and Commercialization in BS - Engineering Technology

Does proposed revision change program's total credit hours?  □ Yes  □ No
Current total credit hours:  Proposed total credit hours

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):
None

Units consulted (other departments, programs or campuses affected by this proposal):
Tuscarawas Campus

REQUIRED ENDORSEMENTS

Department Chair / School Director

Campus Dean (for Regional Campuses proposals)

College Dean (or designee)

Dean of Graduate Studies (for graduate proposals)

Senior Vice President for Academic Affairs or Provost (or designee)

11/9/2016
11/16/2016
Electronic Communications Committee Update, January 2017

Scott Keiller has reviewed and compiled the results of last semester’s ECC survey of faculty training needs. Thanks to all who participated! The ECC will work with Network Services to address faculty training requests, focusing primarily on the most requested topics, namely #1 and #3 listed below. Topic #2 has already been addressed by the presentation “Flipping the Classroom” held on Friday, Feb. 3, arranged by Nicole Willey.

Results of the ECC survey:

1. Blackboard: 11 votes, with requests for instruction in: testing, testing with computer, grading, live chat or video functions, Blackboard Collaborate.

2. Flipped Classroom: 6 votes.

3. Classroom SmartBoards: 5 votes, with requests of instruction in: “How to freeze the board so that you can draw on the slide/image projected.” and “How to create interactives on my computer and them use in the classroom.”


5. Photoshop and MS Word: 3 votes each

6. Other topics, with one or two votes: Acrobat, Excel, PowerPoint, SPSS, Windows, VDI, “How to better use Google Docs - copying and sharing documents and then creating related folders.”
Committee members: Bears, Gerbig (ex-officio), Graff, Green, Minnick, Osikiewicz B. (chair), Roman, Willey

On Wednesday, November 23, 2016, the ballots for the vote on the Tuscarawas Campus Handbook were opened and the vote was recorded. Eleven full-time non-tenure-track faculty and eighteen tenured or tenure-track faculty voted on the handbook. Twenty-eight faculty voted “Approve” on all five sections of the Handbook and one faculty wrote in “Abstain” on all five sections of the Handbook. As a result, the faculty approved Handbook was forwarded to Dean Bielski who also approved the Handbook. On Monday, December 12, 2016, the Tuscarawas Campus Handbook was submitted to the Office of the Provost for final approval. We are now just waiting either the Provost’s approval or his request for changes to the Handbook.

While we wait to hear back from the Provost’s Office, the Faculty Affairs Committee began working on the second charge of our standing committee. Namely, “Continue working with the Tuscarawas Campus Business Office to develop a faculty/staff education program on how to read and understand university/campus budgets.” Osikiewicz contacted Dean Bielski, Interim Assistant Dean Steve Minnick, and Business Office Manager Walt Gritzan and asked if they would be willing to help with these presentations. Once the Faculty Affairs Committee hears back from one of these individuals, Osikiewicz will let all faculty know the days and times for the presentations. Since FC Chair Don Gerbig is looking for suggestions for the JFA meetings and/or Dialogues with the Dean, Osikiewicz suggested that those forums might be the ideal place for these budget presentations. More information will be given when it becomes available.
Library Committee Meeting: Thursday, Jan. 26, 3:00 p.m.

In attendance: Cherie Bronkar, Sandra Pech, M. Karen Powers, Amanda Hayes, John Baker, Ginger Bihn-Coss

Agenda:

I. Discussion about workshops/Awareness
   - Reminder: MLA workshops= next week! (other workshops- follow!)
   - Flyers up on campus; Cherie sending out e-mail reminders tomorrow
   - ?? perhaps get workshops listed in next monthly newsletter?

II. Discussion about diversity Committee/ film
   - Film- on Wednesday at noon
   - Possibly showing film again in evening in late Feb.
   - Cherie is starting a discussion board for this film

III. Discussion of Book Drive
   - Looking into dates for this drive
   - Books should not contain sexual content, contain staples (or spiral), paperback
   - Best topics for books= vocations, legal issues, etc.

IV. Updates on Technology
   - 2 new dremel (3D) printers
   - New hololens
   - Coming next fall 😊
     o Recording studio
       ▪ Students can use to record presentations/ videos
       ▪ Perhaps use for campus news reports/ announcements?

V. Updates on Library Staffing
   - Two persons interviewing for position

VI. Other news
The Student affairs committee has not met, and therefore has nothing to report.

Please note the following dates for applications:

Students interested in funding for travel (not conference presenting roles) during the SPRING/SUMMER of 2017 must submit applications by February 24, 2017. Students interested in funding for conferences taking place during FALL 2017 must submit applications by April 14, 2017.

(Funding application documents attached)

Thank you,
Ashley

Ashley Galati, Ph.D.
Assistant Professor, Department of Psychological Sciences
Kent State University Tuscarawas
330 University Drive NE
New Philadelphia, OH 44663
Office: 330-308-7443
Purpose: The purpose of the Kent State University at Tuscarawas Student Travel Fund is to allow students to expand their learning experience beyond the classroom via off campus academic activities including, but not limited to field trips, travel to museums, and travel to historic sites.

Note: This funding opportunity is not intended to support student research/creative activity conferences for the purpose of presenting.

Eligibility and Scope: All current students at Kent State University at Tuscarawas are eligible. A Faculty member of the Tuscarawas Campus must coordinate the trip. Requests must be submitted directly to the Chair of the Student Affairs Committee by a faculty member for a group of students or for a single student. Upon completion of the review of all applications by the Student Affairs Committee, an approval or denial decision will be sent to the applicant. Each year, two sessions will take place, one session during the Fall semester and a second session during the Spring semester.

Deadline:

- Fall session: October 28, 2016 at noon, for trips taking place during the Fall semester of academic year 2016-2017.
- Spring session: February 17, 2017 at noon, for trips taking place during the Spring or Summer semester of academic year 2016-2017

Process and Procedures:

- Trips must be coordinated by a Kent State University at Tuscarawas Faculty member.

- Trips must be coordinated with the Business Office before any travel arrangements have been made to ensure that University policies are met and liabilities are minimal.
- This includes vehicle rental, air transportation, meal per diems, registrations, hotels, etc.

- The absence authorization/expenditure estimate must be submitted with the student travel fund form.

- Hold harmless forms must be filled out by the faculty member for any travel. The url for the hold harmless form is: [http://www.kent.edu/universitycounsel/hold-harmless.cfm](http://www.kent.edu/universitycounsel/hold-harmless.cfm)

- Trip proposals must be submitted electronically in .pdf format, to the Committee Chair, Dr. Ashley Galati at argalati@kent.edu by **October 28, 2016 and February 17, 2017**. Proposals must include all of the information requested on the attached application form. Incomplete proposals or proposals submitted after the deadline may be rejected.

- Applicants will be notified of the status of their requests by **November 4, 2016 and February 24, 2017**. Typically, funds will be available after approval is given.

- Funds are up to $800 per application. This maximum amount is not guaranteed, but contingent on the number of funding requests received and in appropriate increments as determined by the Committee. Additionally, funds allocated will depend on the number of students involved in the trip and the travel distance.

- Students will present the information learned during a trip at the annual Student Research Colloquium or through an individual poster display. Individual poster displays will be coordinated through the Chair of the Student Affairs Committee.

**Timeline:**

**October 28, 2016 at noon and** Final date to submit funding requests for Student Travel

**February 17, 2017 at noon**
November 4, 2016 and Faculty notified of decisions

February 24, 2017

April 17, 2017 Student Research/Creative Activity Colloquium at Kent State University at Tuscarawas

TBA Individual posters to be displayed on the Tuscarawas Campus (coordinated with the Committee Chair)
Kent State University at Tuscarawas
Student Travel Fund Form

Please neatly print the following information:

*Full Name: ____________________________________________________________

Address:__________________________________________________________________

E-mail: _____________________________ Phone: - __________________________

Course name and number: _________________________________________________

Course Instructor: __________________________________________________________

(*): For a group of students, the Instructor is required to provide a list of all students participating on the trip.

Location: ______________________________________________________________________

Mode of travel: __________________________________________________________________

Date of the trip: __________________________________________________________________

Amount requested: $__________

On separate sheets of paper, please type a description of the trip in no less than twelve-point font. Use
double spacing with at least one-inch margins on all sides. Please restrict your proposal to no more than five pages; use appendices if necessary. **ENSURE THAT YOU FOLLOW THE GUIDELINES BELOW:**

1. **Reason(s) for trip:** in no more than 150 words, explain the general purpose of the trip.
2. **Trip Description:** in no more than 250 words, explain what event(s) the participants will be engaged in and how this experience will further the learning of participants beyond the classroom.
3. **Budget:** On a separate document, include a detailed budget for this trip including information about lodging, food, travel arrangements, etc.

Use this page as the cover sheet for your travel proposal after obtaining your faculty mentor’s signature.

____________________________________  ______________________________________
Student Signature                                      Date                                      Faculty Signature

Date received by Student Affairs Committee Chair: ______________________

*Please submit completed proposals to Dr. Ashley Galati, Chair, Student Affairs Committee, by October 28, 2016 and February 17, 2017 at noon.*

Student Affairs Committee Members: Bill Auld; Tony Dallacheisa; Kathy Davis Patterson; Christopher Fenk; Vladimir Gurau; Wensheng Kang; Vas Patibandla; Chitra Rajagopal
Kent State University at Tuscarawas
Application for Student Research/Creative Activity Conference Fund

**Purposes:** The purposes of the Kent State University at Tuscarawas Student Research/Creative Activity Conference Fund are to:

- allow students who have performed original research or carried out a creative activity under the supervision of a full-time Faculty member to present their achievement at a conference or convention in a relevant field
- provide to students the chance to interact and to share their findings with others from peer institutions
- enable KSU at Tuscarawas to exhibit student research and creative activity achievements to peer institutions
- expand the vision and perspective of your field

**Eligibility and Scope:** All current students at Kent State University at Tuscarawas considering conference funds must have a GPA greater than or equals to 3.0 and must have their major or undeclared major at KSU Tuscarawas. The research or creative activity must be performed under the supervision of a full-time Faculty member of the Tuscarawas Campus. Applications must be submitted directly to the Chair of the Student Affairs Committee. Upon completion of the review of all applications by the Student Affairs Committee, an approval or denial decision will be sent to students and their faculty mentors. Each year, one session will take place during the Fall semester for conferences taking place the Spring and Summer of that academic year. A special session may be held in the Spring semester for conferences taking place during the Fall semester of the following academic year.

Note: Faculty mentors are not eligible for this fund. Faculty needing assistance for funding a research conference must use their professional development fund and/or submit a request to the KSU University Research Council.

**Deadline:**
- Funding requests for conferences taking place during Spring/Summer 2017 semesters are due on November 11, 2016. Funding requests for conferences taking place during the Fall 2017 semester are due on April 14, 2017.

**Process and Procedures:**
- Research or Creative Activity achievement to be presented at the conference must be supervised by a Kent State University at Tuscarawas full-time Faculty member.

- Research proposals must be submitted electronically in .pdf format, to the Committee Chair, Dr. Ashley Galati at argalati@kent.edu by November 11, 2016 at noon and April 14, 2017 at noon. Applications must include all of the information requested on the attached application form. Incomplete proposals may be rejected.
• Students and Faculty mentors will be notified of the status of their application by
November 18, 2016 and April 21, 2017. Typically, funds will be available after approval
is given.

• Funds are up to $1,000 per application. This maximum amount is not guaranteed but
contingent on the number of funding requests received and in appropriate increments as
determined by the Committee.

• Students will display posters of their work during the academic year, in addition to
having the option of presenting their poster during the Student Research Colloquium.

• Trips must be coordinated with the Business Office before any travel arrangements have
been made to ensure that University policies are met and liabilities are minimal.
  o This includes vehicle rental, air transportation, meal per diems, registrations,
    hotels, etc.

• The absence authorization/expenditure estimate must be submitted with the student
  research/creative activity conference fund form.

• Hold harmless forms must be filled out by the faculty member for any travel. The url for
  the hold harmless form is: http://www.kent.edu/universitycounsel/hold-harmless.cfm

**Timeline:**

**For Spring and Summer 2017:**

November 11, 2016 12:00 PM  Deadline for submitting funding requests for Spring and Summer
Conferences.

November 18, 2016  Students and mentors notified of decisions and need for possible
revisions

December 2, 2016  Deadline for submitting revisions

**For Fall 2017:**

April 14, 2017  Deadline for submitting funding requests for Fall conferences

April 21, 2017  Students and mentors notified of decisions and need for possible
revisions

May 05, 2017  Deadline for submitting revisions
For Presenting Findings/Sharing Newly Learned Information:

**April 17, 2017**  
Student Research Colloquium at Kent State University at Tuscarawas; presentation or poster

**TBD**  
Individual posters to be displayed on the Tuscarawas Campus (coordinated with the Committee Chair)
Kent State University at Tuscarawas
Student Research/Creative Activity Conference Fund Form

Please neatly print the following information:

Full Name: __________________________________________________________________________
Address: _____________________________________________________________________________
____________________________________________________________________________________
E-mail: ____________________________ Phone: __________________
Major: ____________________________ GPA: __________
Faculty Mentor: ______________________________________________________________________

Poster or Presentation title:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Conference title: _____________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Date of the Conference: __________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

On separate sheets of paper, please type your abstract in no less than twelve-point font. Use double
spacing with at least one-inch margins on all sides. Please restrict your abstract to no more than
250 words.

ENSURE THAT YOUR ABSTRACT FOLLOWS THESE GUIDELINES (no more than 250 words):
1. Introduction: Include an introduction to your research/creative activity achieved.
2. Area covered: Include a brief summary of results obtained.
3. Conclusion: Include the impact your result has or may have on your field of expertise.

Additionally, you must include a budget for your conference travel. Please create a separate
document for the budget, and include the following information:
1. Registration fees
2. Accommodation for the entire stay
3. Food
4. Airfare/Car rental
5. Poster printing

Use this page as the cover sheet for your conference proposal after obtaining your faculty mentor’s
signature.

_________________________________________ ____________________________
Student Signature Date Faculty Mentor Signature Date
Please submit completed proposals to Dr. Ashley Galati, Chair, Student Affairs Committee, by November 11, 2016 and April 14, 2017, at noon.

Date received by Student Affairs Committee Chair: ______________________

Student Affairs Committee Members: Bill Auld; Tony Dallacheisa; Kathy Davis Patterson; Christopher Fenk; Vladimir Gurau; Wensheng Kang; Vas Patibandla; Chitra Rajagopal