Tuscarawas Campus Faculty Council Meeting Minutes
October 13, 2016

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

Non-Voting Faculty Present:  Brindley L.

Administrator Present:  Bielski

I  Call to Order

Gerbig called the meeting to order at 4:03 pm.

II  Chairperson’s Report

Gerbig stated that he was unable to attend the RCFAC meeting on October 7, 2016. Harding attended in his place. The RCFAC report is attached.

III  Action Items

A. Faculty Travel Requests: Two faculty, Willey and McEnroe-Petitte, submitted travel requests for money from the supplemental travel pool. Willey requested $1500 and McEnroe-Petitte requested $800. After reviewing the applications, a motion was made and seconded (Pech/Osikiewicz) to approve both applications for support. The motion passed unanimously.

IV  Standing Committee Reports

A. Academic Affairs: Report is attached.

B. Community Engagement: Report is attached.

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.

V  Dean Bielski Administrative Report

A. Faculty Positions: The Provost’s Office is calling for a draft of our budget for next year very soon. Dean Bielski has met with Laurie Donley, Steve Minnick, and Walt Gritzan to try to do some preliminary forecasting on the number of students enrolled
and what positions we might be able to hire for next year. Dean Bielski proposed hiring the following three positions. 1) Convert the current non-tenure track position in English to a tenure-track position in English and advertise for this position. 2) Hire a tenure-track position in Agribusiness. Steve Minnick wrote the justification for this position stating that this is our degree and there is no way to share this position with any other campus. We currently have about twelve Agribusiness majors on campus and the degree is active on the number of hits on the webpage. 3) Hire a non-tenure track position in History. This will help to bring the History degree to our campus.

B. Administrative Positions: The plan is to hire one student service position similar to the John Highman position from years ago. In addition, Dean Bielski stated that at some point in time we need to conduct a search for a permanent Assistant Dean. After discussing the pros and cons of waiting an additional year to launch the search, a motion was made and seconded (Green/Davis Patterson) to launch the search for a permanent Assistant Dean this year. The motion passed unanimously.

C. Budget Items: Dean Bielski stated that he wanted new expenses to align with the strategic plan for the campus.

VI New Business

A. Greater Dover New Phila Food Pantry: Gerbig stated that the Greater Dover New Phila Food Pantry greatly appreciated the monetary donation it received from the campus. The letter from the Greater Dover New Phila Food Pantry is attached. Gerbig stated that the local homeless shelter is in great need and that we may consider donating to the homeless shelter as well.

VII Announcements

A. Flower and Fellowship Fund: Osikiewicz stated that there were no withdrawals and one deposit of $500 to the fund. As a result, the current balance of the Flower and Fellowship Fund is $837.27. The contribution to the fund will remain $20 for this year and checks can be made out to the Tuscarawas County University Foundation.

B. Fall Kickoff Campaign: Dean Bielski reminded everyone that the Fall Kickoff Campaign is on Wednesday, October 19, in the Academic Learning Commons. Please consider contributing to the campaign. The campus was very fortunate to receive two donations for scholarships. Steve and Becky Mastin endowed a $125,000 scholarship for the Nursing Department and Peggy Trillio endowed a $150,000 scholarship to help divorced women return to college.

VIII Adjournment

The meeting was adjourned at 4:45 pm.

Respectfully submitted, Beth Osikiewicz, Tuscarawas FC Secretary/Treasurer
RCFAC Report
October 7, 2016

Nate Richey delivered an extensive report to the group. He has been in discussion with President Warren regarding how she approached coming into Kent University. Right now he is observing and listening because when he does implement a plan, he wants it to be the right plan. He shared that there are a lot of things that “aren’t broken” at Kent, but there are some issues. For some things, having the Kent campus run something is not necessarily good while having regional campuses run other things is not good. He elaborated on two examples, fundraising and enrollment management. His report then moved to the fact that Kent is starting a capital campaign. He discussed fundraising goals and the concept of “big ideas’ that are being solicited to use to appeal to donors. Faculty are being asked to share their ideas with their deans.

He did share that Kent will be launching national search for the Director for the Center for Brain Research.

Discussion then turned to the formula used to determine TT summer compensation. Extensive discussion regarding the formula for compensation, the numbers used to in the formula, and the role of the AAUP.

The meeting concluded with selecting questions for the faculty senate retreat that will be directed to Nate Richey.
Academic Affairs Committee Report

October 5, 2016

Attendance: None

No meeting has occurred this semester.

Time: 1st meeting to take place on Tuesday October 11th at 11am.

Location: Room A114, Founders Hall

Agenda:

1. Discuss the charges for the year.
2. Jason Ruegsegger will be in attendance to give an update on the Technology in the classroom workshops and for online courses.
3. Review any curricular proposals (as of October 5, 2016 there has been no proposals sent to the committee)
Our committee met on 9/26.
We reviewed the charges that we have been assigned.
Charge 1—we will continue to work on and think of ways to entice others to join in. The additional need to look at one time activities that many faculty do not see as CE needs done and forms filled out so as to add to the tracking of service.
Suggestions are to contact all the clubs on campus and include their service as well as other one time events. Also to highlight on the CE website a different activity each month and who is doing it.
I have sent out an email to all FT and PT faculty to contact me about what they are doing and also to others who want to participate, what they need to know about CE. This, to this date, has yielded 2 responses.
Charge 2—Mariann offered that at this time, this cannot be done. This was investigated last year.
Charge 3, 4, and 5—this is basically developed, but we will look at it again.

Denise

Dr. Denise M. McEnroe-Petitte
Dr. Denise M. McEnroe-Petitte, PhD, MSN, BSN, AS, RN
Associate Professor, Nursing
Kent State University Tuscarawas
Associate Degree Nursing Program
dpetitt2@kent.edu
Minutes from the Electronic Communications Committee meeting, Oct. 10, 2016

Committee Members who attended: Jeremy Bailey, Laurie Barcus, Bai Q Feng, Adrian Jones, Scott Keiller (Chair), Jeff Osikiewicz, Jonathan VanFossen
Committee Members Absent: None

I. Discussion and planning an assessment of faculty training needs.

Keiller proposed creating a survey to solicit requests from faculty regarding IT training. Keiller will send survey items to committee for review and revision. Potential topics for training:
Software and platforms:
  BlackBoard
  RefWorks (refer request to Cherie Bronkar?)
  Photoshop
  Microsoft Office (Word, Excel, PowerPoint)
Hardware / equipment:
  Classroom Instructor Stations
  Classroom Smart Boards
  Faculty computers
  Equipment for flipped classroom and online instruction

II. Other training topics? Jones suggested sending an e-mail to remind faculty of the Quality Matters training arranged by Nicole Willey. Details: two-hour training on Online Course Design, with an overview of Quality Matters provided by Bethany Simunich on Friday, October 28, from 1-3 in ST209. The session is intended to be a precursor to what we hope is a locally-hosted full-day QM Certification Training Day for Spring, 2017.

VanFossen, Jones, and Keiller reported key information (date, content from the QM presentation at last semester’s Mentoring Retreat) about the QM training to the Committee.

III. Bailey presented the new website of the Kent Tuscarawas Network Services, at http://support.tusc.kent.edu/ He displayed its features of:
1. Calendar
2. Blog
3. Helpdesk ticket system, which provides real time updates of service requests
4. Form library for faculty to request Network Services assistance with VDI, tech problems, software / hardware purchases (the form generates a request to the Business office), etc.
5. Status page, listing service (e.g., VDI, phone) outages / problems
6. Educational Technology (tutorials, etc.)

Osikiewicz inquired about the future VDI and any concerns. Bailey said that VDI is here to stay for the next few years. The only problems are some staff reporting difficulty
accessing VDI while abroad. Bailey was able to access the Kent VDI from Alaska and in Canada.

IV. Keiller proposed assessing faculty satisfaction / experiences since the recent (1 ½ years ago) computer refresh. The Committee will create a survey to deploy in Spring 2017, with the goal of collecting data from faculty to help guide the next computer refresh.
FACULTY AFFAIRS COMMITTEE MINUTES

Committee members: Bears, Gerbig (ex-officio), Graff, Green, Minnick, Osikiewicz B. (chair), Roman, Willey

The Faculty Affairs Committee continues to revise the Campus Handbook. Because meeting times were difficult to arrange, the committee is conducting its discussion of changes to the handbook via email. During September 20—23, the committee discussed whether the membership of the Representative Faculty Council should be changed. The problem last academic year came with the membership of Groups 1 and 2. In March 2016 before voting on this year’s representative FC membership, four members of Group 1 asked to be excluded from the ballot which is allowed under the proposal. As a result, this left only four members in Group 1 on the ballot. Since four members of Group 1 needed to be elected to the FC, all four of these Group 1 members were automatically elected to the FC. The problem comes from the unequal numbers of faculty in Group 1 and Group 2. The committee proposed that Group 1 and Group 2 of the FC membership should be combined into one group containing all tenured Associate and Full Professors and eight members should be elected from this group. The proposed revision of the Faculty Council Policy was distributed to the faculty on Monday, September 26. This proposal was discussed at an open forum held on Wednesday, October 5th. All feedback was in favor of the change in the FC proposal. Voting on the proposal will be done by paper ballot of all eligible faculty members.

From September 29 through October 2, the committee discussed a couple additional items to Section I of the handbook. First, the committee agreed to add language to the handbook that would let the FC Chair and FC Vice-Chair decide which of them will attend the Dean’s Cabinet. Some FC chairs prefer to attend the cabinet meetings instead of having their Vice-Chair perform this duty. As a result, we added the following items to the duties of FC Chair and FC Vice-Chair.

- Attends and is a member of the Dean’s Cabinet if the FC Vice-Chair does not perform this duty. (This is listed under FC Chair duties.)
- Attends and is a member of the Dean’s Cabinet if the FC Chair does not perform this duty. (This is listed under FC Vice-Chair duties.)

Also during this discussion, the committee agreed to add the Morale and Recreation Committee, the Faculty Professional Development Release Time, and the Faculty Excellence Award (FEA) Committee to the list of faculty ad hoc committees.

From October 2 through October 4, the committee discussed the distribution of the merit award pool money. The 2015 TT CBA establishes three distinct categories of meritorious performance: (1) research/creative activity, (2) teaching, and (3) service. In previous years there were only two categories: (1) research/creative activity and (2) teaching/service. The CBA also states that each unit is to determine what percentage of the merit award pool shall be
used to support awards in each of the three (3) categories and to include this information in their handbook. The only restriction is that at least 20% must be allocated to each of the three categories. In the past, on the regional campuses, 1/3 of the merit award pool was used to support awards in research/creative activity and 2/3 of the merit award pool was used to support awards in teaching/service. Since there are now three separate categories, the Faculty Affairs Committee proposed that 1/3 of the merit award pool be used to support awards in research/creative activity, 1/3 of the merit award pool be used to support awards in teaching, and 1/3 of the merit award pool be used to support awards in service. However, the percentage (or proportion) of the merit award pool used for each category is up for discussion. Section 4 was distributed to the faculty on Wednesday, October 5th. An open forum to discuss the procedures outlined in Section IV and the percentages assigned to each category of the merit pool awards will be held on Wednesday, October 12, from 12:00—12:45 and 4:00—4:45 in C101.
Library Committee Meeting: October 5, 2016, 3 p.m.

In attendance: John Baker, Cherie Bronkar, Ginger Bihn-Coss, Amanda Hayes, Amy Main, Edward Newman, Sandra Pech

Review of Charges:

1. Collect formal suggestions from faculty during an upcoming Faculty Council meeting about how library services can help meet pedagogical and student needs assess the results and address concerns.

2. Continue workshops that benefitted faculty and students; gather faculty suggestions for implementing new offerings

3. Respond as necessary to new program/ course needs, accrediting agency recommendations, and program reviews.

4. Continue to develop the library’s core text/textbook collection for student use. Additionally, investigate the possibility of creating a pool of older edition/ out-of-print textbook for various 10-20000 level courses for College Credit Plus students to check out. This is to offset the problem with the new Bookstore management policy of only stocking new editions. Since these students get their books free from the Bookstore, any faculty using older editions/ out-of-print textbooks will cause them to have to pay out-of-pocket for their books, a violation of the program rules.

5. Continue to investigate ways that the library can become better known by, and better meet the needs of, the surrounding community.

6. Investigate ways, in coordination with the Student Affairs Committee, which would encourage more student use of the Library Maker’s Space.

Meeting Discussion:

I. Discuss Charges- any outdated? Need to add any? Revise any?

Charge I: Collect bi-annual formal suggestions from faculty (informal suggestions, as needed) during an upcoming Faculty Council meeting about how library services can help meet pedagogical and student needs assess the results and address concerns.

- Discussion: still working on implementation of last year’s survey- doing every year- seems too much

- Since we have a representative faculty council now- faculty meetings might not be best/only place to collect surveys

II. Are there any charges we need to focus more on this year?

a. Workshops
   - Suggestions from last year: more on-line access, workshops, resume workshops, google docs, google hangout, interviewing
   - Perhaps collaborate with faculty for some of the workshops?
     1. Reach out to faculty – ask to lead workshops (*to do this year!)
     2. John and Amy – google docs workshop
   - Open workshops to community
     • Example: publishing workshops
   - Workshops for faculty too?
o Video capture the workshops
b. Makerspace/community
   o entrepreneurs
     i. Working with Tollotty
   o 4H
   o Science fair- jr high/ high school students?

III. Do we want to address charge I- a survey?
   o Survey was done last year- perhaps every other year or at end of this year?

IV. Updates form Cherie?
   - Working on additional staff
     o New position / re-writing position with technology focus- experience with 3D
       printing, etc.

V. Library renovations/ changes?
   a. Dream: One-button studio: $6000- $120000
      i. Amy Main- possible collaboration on nursing grant?
   b. Working on MakerSpace--- entrepreneurs
      i. Working with Tollotti
      ii. 4H
      iii. Science fair

VI. Additional concerns, questions, updates?
   - Taking out a person: all on one day; New York Public library- example
   - Using video room—lib guide
     o People’s oral stories
     o Community; veterans; minorities
   - Clearinghouse for e-pals?

Reminders for faculty:
- $500 per faculty member- to use in library!?
- Make use of MarkerSpace- (go to KSU Tusc library web-site → makerspace → see video for
  creating projects)_
- New video room- can be used for classes/ projects
- Workshops: this week: APA/ MLA; upcoming in Oct: plagiarism workshops
Meeting Minutes: Student Affairs Committee

October 4, 2016

Members in attendance: Ashley Galati, Bill Auld, Tony Dallacheisa, Kathy Davis Patterson, Chris Fenk, Vlad Gurau, Chitra Rajagopal

At the first meeting we discussed the following:

1. How to better word the funding applications, recognizing differences in the structure of research endeavors across disciplines

2. The addition of a second deadline for the Student Research Colloquium application
   a. Allows for summer/early fall research (longer term projects, students graduating early, etc)

3. The use of incentives for faculty and students to encourage participation in research

4. A replacement for Brown Bag student presentations
   a. Use of individual posters and newly obtained poster boards for display around the Tuscarawas campus throughout the academic year

We will finalize our funding applications and send them to faculty ASAP. The current deadlines are as follows (subject to slight changes depending on how quickly we can amend language):

**Students to submit proposals by noon:**

**Student Travel.** Requests for Fall 2016 due October 28, 2016; requests for Spring 2017 travel due February 17, 2017.

**Student Conference.** Requests for conferences held in the Spring/Summer of 2017 due November 11, 2016; requests for conferences held in the Fall of 2017 due April 14, 2017.

**Student Research Colloquium.** Proposals due November 11, 2016.
Greater Dover New Phila Food Pantry  
P.O. Box 95  
Dover, OH 44622

Wednesday, September 28, 2016  

Tuscarawas County University Fund  
330 University Dr. NE  
New Philadelphia, OH 44663

"Then Jesus called His disciples to Him and said, 'I have compassion on the crowd because they have been with me now three days and have nothing to eat. And I am unwilling to send them away hungry, lest they faint on the way.' And the disciples said to Him, 'Where are we to get enough bread in such a desolate place to feed so great a crowd?" Matthew 15:32-33

We all know the miracle that happened next! The disciples asked a fair question; "Where?" But I don’t think there was much sincerity in their voice. They were certainly not expecting what happened next. But God will shatter the expectations of what His followers can do if they would learn to bring Him what they have already been given. "Little is much when God is in it." When people are willing to offer their lives sacrificially, relinquishing their hold on whatever God has given them in terms of time, money, talents, etc., God will use these ordinary things to create extraordinary things. People must never believe their resources are too little to serve God. God delights in taking a humble, seemingly insignificant person and using him or her for His glory.

And that is why I wanted to send a special Thank you! Your giving, combined with the gifts from many friends and neighbors, offered in true missionary passion, allows us to purchase & distribute more than 2,000,000 pounds of food annually! The next time you see your reflection in the mirror and view yourself as a man or a woman, young or old, take a closer look; you will see a Savior!

Our sincere Thank you,

William Fritz  
Treasurer  
Greater Dover New Phila Food Pantry