Kent State Stark Faculty Council Minutes  
October 17, 2014

I. Chair Norton-Smith called the meeting to order at 2:00 PM.

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


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

Absent: Keith Lloyd.

Guests: Faith Sheaffer-Polen and Beth Carter

III. Approval of Agenda

Motion to approve: Councilor Birch  
Second: Councilor Hovhannisyan  
Discussion: Chair Norton-Smith presented a request to amend the agenda to add two items to “New Business”—a discussion on a possible Bachelor's degree in Applied Business, and an update on the Great Lakes internship program—and to move the internship discussion first to accommodate guests Faith Sheaffer-Polen and Beth Carter.

The agenda was unanimously approved as amended.

IV. Approval of minutes for the September 19, 2014 meeting

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

V. Chair’s Report

A. RTP. Chair Norton-Smith thanked those members of the Council who participated in Reappointment, Tenure, and Promotion deliberations, reiterating that this work is, perhaps, our most important service—if not our most difficult service—to the campus and the university. He has completed his summary of the 21 RTP cases considered.

B. Faculty Excellence Awards. The tenure-track members of the Council will soon participate in Faculty Excellence Award considerations—potentially our most divisive service obligation—although experience teaches that the Stark Campus handles these sensitive deliberations with care and wisdom. The deadline for the submission of applications is Monday, October 27th. The tenure-track members of Faculty Council will meet on Friday, November 7th to consider the files in our “merit marathon.”
C. **“One University” Commission.** The commission met on September 25th and was charged by the President. Norton-Smith has been appointed to the “Structure and Leadership” subcommittee. It has met twice, and the work of collecting responses is ongoing.

Chair Norton-Smith reminded Council that earlier he circulated these four questions his subcommittee is charged with exploring:

1. The appropriate title for the head of each regional campus (currently, "Dean and Chief Administrative Officer")

2. The appropriate title for the highest-level administrator of the regional campus system (currently, "Associate Provost for KSU Systems Integration")

3. The placement of the highest-level administrator of the regional campuses in the overall administrative structure of the University (now the Provost’s Office)

4. The need for a centralized regional campuses office and the appropriate duties and/or staffing, if such is recommended.

His subcommittee was so impressed with the Stark Campus responses that it asked Norton-Smith to make a similar survey of all of the regional campuses, and he has begun that process through the RCFAC.

D. **Fall Full Faculty Meeting.** Cabinet wants to focus on the details and progress of the One University Commission at the fall meeting, scheduled for Friday, October 31st. Details will be forthcoming.

E. **December Commencement Speaker.** At the direction of the Council, the Cabinet considered its recommendation for a December commencement speaker. Cabinet agreed that a faculty member ought to be selected for December commencements, and that the Faculty Council Chair ought to be asked first, but that there shouldn’t be a “hard and fast” procedure for selection should the Chair decline. Rather, the Cabinet should be free to make a recommendation to Dean Southards. This year, the Cabinet recommends that Claudia Khourey-Bowers be invited.

F. **Faculty Senate Appointment.** Chair Norton-Smith was appointed to fill an at-large seat on the Faculty Senate for the academic year. His service as parliamentarian is ongoing.

G. **The Regional Campuses Faculty Advisory Council.** RCFAC met on Friday, October 10th.

1. The principal item of business was a demonstration of the FlashPort portal by David Dees, Director of the FPDC. Dees’ team has been charged with developing an easy-to-navigate portal by which faculty, staff and students can access any and all university information and documents. It is still in development, but Norton-Smith was impressed; he could find the 2017 university calendar in two “clicks.”

2. Chair Ciuba announced that the Salem Campus would host the 2015 AURCO conference.
3. RCFAC discussed the possibility of exploring a Bachelor’s degree in Applied Business. No such exploration is currently underway, for a letter of intent must first be written to the Board of Regents. The Geauga Campus is all aboard; a discussion in Cabinet made clear that the Stark Campus is not. Norton-Smith conveyed the same to Chair Ciuba.

VI. Dean’s Report

A. Recipient of Community Salute Award. Interim Dean Seachrist announced that the campus is a recipient of a Canton Regional Chamber of Commerce 2014 Community Salute Award. We are one of four receiving an Award of Appreciation for educational programming and community mindfulness. We were nominated by the Canton Repository and by the Aultman Foundation.

B. Conference Center. From this point forward, the center will be known as The Conference Center at Kent State University at Stark. We are getting out of the social business and getting back to the original mission of professional education and conferences. Dean Seachrist has worked with university architects on changing signage, putting the university seal in a prominent position, and other measures that will signal this building is part of our campus and its mission. Her vision includes holding select business classes there, where students could come dressed in business attire and have interaction with business professionals. In addition, faculty members should not be charged to rent space for events, although they should pay for the cost of food and beverages. We will have to investigate an appropriate fee structure.

C. Physical Plant. Dean Seachrist indicated that Council members may notice that pine trees are being taken away from the Recreation and Wellness Center, with other trees being planted in their stead.

D. Recreation and Wellness Center. Dean Seachrist wishes to expand services, perhaps hiring a second staff person and expanding hours. The center might be opened up to students of Stark State at specific hours, for a fee. We can use the fee for equipment and other needs, possibly for scholarships. This move may help us continue to build a relationship with Stark State.

E. President of Professional Organization. Dean Seachrist has assumed the presidency of the Communal Studies Association for a period of two years.

F. Dean of College of the Arts Visit. Dr. John Crawford, Dean of the College of the Arts, came to campus to meet with all art faculty. Dean Seachrist wanted him to see the expansion slated for the Fine Arts building and to have a better appreciation for what we do. He also joined her in visiting downtown Canton to meet with Rob Hankins, president of Arts in Stark, looking at potential spaces we might be able to lease so we can have a presence in downtown Canton.

G. Global Education. Dr. Fantoni, VP for Global Education, visited the campus to discuss Study Abroad, meeting with Assistant Dean Kasturiarachi and Dr. Heaphy. As an aid to opening up opportunities for our students, a representative from his office will be coming to campus regularly and will be furnished with office space.

H. Multicultural Initiatives. Dean Seachrist believes we have a need for more emphasis on multicultural issues. To that end, she is adding “Student Services Advisor for Multicultural
Initiatives” to Lisa Givan’s title and creating space for her in the Campus Center. She will be involved in recruiting and programming.

I. **Provost Visit.** Provost Diacon came to the campus to meet with Dean Seachrist, and at the end of the meeting Seachrist gave him his own personal “listening tour” of the campus. Provost Diacon said that he learned more about us in two hours than he knew in 2 ½ years. He didn’t understand previously why this campus is so special.

VII. Assistant Dean’s Report

A. **Scheduling.** Interim Assistant Dean Kasturiarachi indicated that the summer schedule is due today, and he thanked those coordinators who have gotten their schedules to him. There may be more online and more hybrid sections than in the past. The assistant deans of all the regional campuses will be meeting to look at all the summer offerings. Some changes may result from this meeting. Information on the fall schedule is going out to the coordinators today. We may need to use some different models next fall. For example, we need to make better use of Fridays.

B. **College Credit Plus.** Lisa Givan will be taking leadership in the College Credit Plus program, which will replace dual credit and PSEO programs. Givan will be meeting with high school teachers on November 5.

C. **Searches.** We are now getting organized for faculty searches, with several new positions under discussion. The budget has not yet been confirmed.

D. **Academic Planning Committee.** The Academic Planning Committee has been charged and will be undertaking quite a bit of work this year that will translate to new degree programs and minors.

E. **Bringing Deans to Stark.** We are looking at strategies to bring deans to campus. Faculty may be called on short notice to come meet with their dean.

F. **Teaching Award Nominations.** Both Beth Campbell and Greg Blundell were finalists for the University Outstanding Teaching Award, with Campbell winning the award. Dean Seachrist interjected that John Alexopoulos was also a finalist for the University Distinguished Teaching Award.

G. **Dominion Grant.** Dr. Kasturiarachi indicated preliminary work is being done related to the $28,000 Dominion Foundation Higher Education Partnership Grant.

VIII. Committee Reports

A. **PAAC.** Chair Norton-Smith read a report from the Chair of PAAC, Councilor Lloyd. There have been 25 travel requests, all of which have been granted. Five have completed the reimbursement process.

B. **Committee II.** Councilor Sturr, Chair of Committee II, indicated that the committee has begun its work.

C. **Colloquium Committee.** Chair Norton-Smith reminded Council that Dr. Carbonell sent out email announcing the dates of this year’s Faculty Colloquium series. Norton-Smith
noted that the first Colloquium will be Friday, November 21, after our next Faculty Council meeting, with Dr. Leslie Heaphy and Dr. Lucas Engelhardt presenting.

D. **Treasurer/Social Committee.** Councilor Sturr reported on behalf of Councilor Heaphy, who needed to leave early. The holiday party will be held on Friday, December 5. More details will be announced soon.

E. **Handbook Committee.** Councilor Shepherd indicated that the committee has no report; its work has not begun.

F. **Technology Committee.** Chair Norton-Smith indicated that Dr. Earley reported that there has been no activity since the last Faculty Council meeting. However, Assistant Dean Kasturiarachchi took this opportunity to note that a new projector and system had been installed in Main Hall Room 203. Anyone teaching in that room will receive training.

IX. **Old Business:** None

X. **New Business**

A. **Update on the Great Lakes Higher Education Guaranty Corp, Career-Ready Internship Program.** Faith Sheaffer-Polen and Beth Carter indicated that many employers are interested in working with our students through this internship program, and they would like the help of faculty in getting our students excited about the possibilities. In this program, the employer pays 100% of the salary for students, and the structure of the internship is flexible. The student does have to meet certain standards, such having financial need and being in good standing. Faculty were encouraged to contact Beth to work on getting information to students who could benefit.

B. **Discussion of the appropriate number of office hours for adjunct instructors.** In response to an inquiry of Dr. Rooks in her roles as Coordinator of English and member of the Stark English Writing Program Committee, the Council explored how best to resolve the ambiguity in the current guidelines regarding the number of office hours adjunct instructors are required to hold.

Discussion centered around logistical issues (lack of office space and the time constraints inherent in teaching on multiple campuses); the possibility of pro-rating office hours depending on the number of classes taught; the role of virtual office hours; the importance of “instructor presence” on campus; differences between day and night courses; and the fairness of requiring more time from colleagues whose pay is extremely low.

Chair Norton-Smith noted that the discussion was taking place without any representation from adjuncts themselves and that he would like to ask our adjuncts for input. The Council agreed that this was a good idea.

C. **Bachelor’s Degree in Applied Business.** Chair Norton-Smith explained that a possible Bachelor’s Degree in Applied Business had been on the agenda of RCFAC for two meetings, and we have been asked to discuss it. The degree would be housed in the regional college, not in CoBA. After some background was shared, Dean Seachrist said that Associate Provost Wanda Thomas recently discussed this issue with the assistant deans, and the initiative now seems to be off the table.

D. **Assistant Dean Search.** In response to Chair Norton-Smith inquiring if there was any additional new business, Dean Seachrist said that she feels strongly that the campus
should not have two interim deans. She has secured permission from Provost Diacon to move forward with our Assistant Dean search; the process has been launched.

XI. Announcements and Statements for the Record.
Councilor Warren announced that the Academic Planning committee has already made great progress and will meet again on October 29. The committee will have some updates for Council soon.

XII. Adjournment
Chair Norton-Smith adjourned the meeting at 3:30 PM.