Kent State Stark Faculty Council Minutes
November 21, 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.

Attendance by Constituency: I: Sebastian Birch, Leslie Heaphy, Thomas Norton-Smith.
VI: Don Thacker, Greg Blundell, Beth Campbell.

Ex-officio: Interim Assistant Dean Bathi Kasturiarachi

Absent: Keith Lloyd, Scott Tobias, Interim Dean Denise Seachrist

Guests: Julie Cremeans-Smith, Amy Damrow, Gwendolyn Purifoye

III. Approval of Agenda

Motion to approve: Councilor Heaphy
Second: Councilor McKenney
Discussion: Chair Norton-Smith presented a request to amend the agenda to move Ms. Miller's financial presentation earlier in the agenda.
The agenda was unanimously approved as amended.

IV. Approval of minutes for the October 17, 2014 meeting

Motion to approve: Councilor Hovhannisyan
Second: Councilor Thacker
Discussion: Some small modifications were suggested.
The minutes were unanimously approved as amended.

V. Chair’s Report

A. Faculty Excellence Awards. Chair Norton-Smith thanked those members of the Council who participated in Faculty Excellence Award deliberations. Special thanks are due to Katie Baer, who set up Blackboard to receive merit applications, Julie Spotts, who set up the scoring website, and Secretary Moneysmith and Interim Assistant Dean Kasturiarachi, who each calculated and double-checked ranking results. With Dean Seachrist’s timely announcement of the preliminary determinations, the first phase of the process has been completed without a hitch. The tenure-track members of Council should be ready to meet on Friday, December 5, 2014, at 10:00 in case there are any requests for reconsideration of the preliminary determinations.

B. “One University Commission.” The work of the various subcommittees of the “One University Commission” continues. Chair Norton-Smith's subcommittee, “Structure and Leadership,” held a conference call with Wanda Thomas and the regional campus deans
just yesterday. Per the Provost's recent email communication, the Commission is now collecting feedback using an online “Civic Commons” forum and at listening posts at all campuses. The Stark Campus listening post is scheduled for Monday, December 1st, from 11:00–1:30 in the Library Conference Room. Please take every opportunity to voice your views on how to enhance the relationship between the regional campuses and the Kent Campus.

C. **Discussions with the Dean.** Dean Seachrist has indicated that she wants to hold some 60 to 90 minute informal discussions with faculty about any and all issues of concern. Because we are so close to the end of the semester, he anticipates these discussions to take place in the spring semester.

D. **DTA/Award of Recognition.** Kim Finer, the chair of the ad hoc committee reviewing the procedures used in selecting Distinguished Teaching Award and Award of Recognition recipients, has indicated that the committee has completed its work and has submitted its recommendations to the Dean. (Council has yet to recommend DTA committee membership; Cabinet wanted to wait until after the review of the committee.)

E. **University Handbook Committee:** Word from RCFAC is that the University Handbook is about ready for prime time. The University Handbook Committee is currently conducting “focus groups” to determine how well colleagues interact with the online version of the draft.

F. **Regional Campus Summary.** RCFAC Chair Gary Ciuba made available a recently released Fall 2014 “Regional Campus Summary” conducted by Research, Planning & Institutional Effectiveness—“RPIE,” for lovers of acronyms. The report summarizes enrollment, retention and completion rates at the Regional Campuses over the past 10 years (2005F-2014F), and concludes that “two challenges facing the Regional Campuses are retention and completion rates.”

Key Points of the report:

- Regional Campus students are different from Kent Campus students (they are a little older and little less diverse), but these differences are small.
- The majority of Regional Campus students are pursuing a bachelor’s degree as their program of study.
- Regional campus students are retained at a lower rate than Kent Campus students.
- The majority of Regional Campus students do not complete their program and do not transfer to other schools.

Chair Norton-Smith indicated that he will make the report available to faculty.

G. **Sad News.** Chair Norton-Smith has just learned from Chair Ciuba that East Liverpool Council Chair Roxanne Burns passed away.

VI. Dean’s Report
No Report

VII. Assistant Dean’s Report
A. **Information on Semester Schedules.** Interim Assistant Dean Kasturiarachi would like to thank coordinators for sending in information for the Fall 2015 schedule. There are still some unknowns for the fall due to the impact of the new Science Building. He still would
like to see improvements in the way that rooms are assigned. He hopes we will have refined the process by summer.

The Summer 2015 schedule has been entered into Banner. All the regional campus assistant deans met to look at summer schedules of all regional campuses, looking for places where we are offering too many sections at low enrollment. Some modifications may be made in a few disciplines.

Spring 2015 classes are enrolling. Encourage students to enroll in 600 section numbers for online courses.

B. **Faculty Hires.** Requests have been made for faculty hires due to the planned retirement of three faculty, Claudia Khourey-Bowers, Roger Davis, and Maureen Kilcullen. We will be asking for approximately 10 replacements/new lines total but are unlikely to have the budget approved for all of them.

C. **Global Education.** Nick Vasiloff from the Global Education office will be on our campus regularly to assist our students with Study Abroad programs. Dr. Fantoni, VP for Global Education, is planning on a new hire next year, who will spend two days a week here. The only cost to us is a computer and use of office space.

D. **College Credit Plus.** The College Credit Plus program, which will replace dual credit and PSEO programs, will begin in the Fall 2015 semester. We are aggressively seeking high school partnerships. He and Dean Seachrist have met with superintendents to increase awareness of our programs and faculty.

Councillors and guests raised questions about the program, including how it might affect our enrollments, especially in LER courses, and whether courses would lose their identity as Stark courses. Councilor Sturr explained that if we are not involved with College Credit Plus, Stark State College will continue to partner with our feeder schools, and as a result we will see declining enrollment in many of our first-year courses. Interim Assistant Dean Kasturiarachi clarified the nature of the extensive paperwork students receive, which makes clear that students are taking a Kent Stark course, and reiterated that the two components of the College Credit Plus program—dual credit and PSEO—are not new. What is new is that they will both be under the umbrella of College Credit Plus.

VIII. Committee Reports
A. **PAAC.** Chair Norton-Smith read a report from the Chair of PAAC, Councilor Lloyd. There have been 34 travel requests funded and one request rejected. Eleven of the requests have been fully processed, with reimbursements completed. PAAC has also made recommendations for FPIL requests.

B. **Committee II.** Councilor Sturr explained that the committee is engaged in its investigation of Goal #2 of the strategic plan, exploring new ways to recognize teaching and scholarship, but has not yet completed its work. He made a motion to postpone the committee’s report until the January 2015 Faculty Council meeting. Councilor Hovhannisyan seconded the motion, which was unanimously approved.

C. **Colloquium Committee.** Chair Norton-Smith noted that Dr. Carbonell had sent out email reminding us that the first Colloquium will held tonight at 5:00, with Dr. Leslie Heaphy and Dr. Lucas Engelhardt presenting.
D. **Treasurer/Social Committee.** Councilor Heaphy reiterated that the holiday party will be held on Friday, December 5, with a silent auction to benefit Akron-Canton Food Bank. She also encouraged councilors to let people know that coffee supplies are kept in the cupboard in the Faculty Commons.

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

F. **Technology Committee.** The committee had no report, but Interim Assistant Dean Kasturiarachhi took the opportunity to note that the problems with the wireless network are being investigated and should be under control soon.

IX. **Old Business**

A. **Discussion of the appropriate number of office hours for adjunct instructors.** Chair Norton-Smith shared the input he received from adjuncts about the number of office hours that should be required, noting the wide range of responses. After a discussion of what might best meet our students’ needs while acknowledging the restrictions of time and space that adjuncts face, Councilor Heaphy moved that Faculty Council recommend to Interim Assistant Dean Kasturiarachhi that adjuncts be required to hold a minimum of one office hour each week, with one additional hour if teaching more than one class. All adjuncts must be available by appointment. Councilor Shelestak seconded the motion, which passed unanimously.

X. **New Business**

A. **La Tarsha Miller, Business Services Administrator: Discussion of the financial well-being of the Stark Campus.** Ms. Miller began by explaining the financial structure of the campus and identifying funding sources. She then summarized the annual budget development process, the monthly budget monitoring process, and the day-to-day budget process. She also indicated that the campus is developing a campaign to increase enrollment. In addition, she explained the budget impact of new initiatives, including leasing space in downtown Canton, changing the business model of the Conference Center, and constructing the new Science Building.

Councilors and guests posed several questions at the end of the presentation. Discussion ensued on issues such as faculty representation in the budget process; the potential impact of enrollment decreases; how extra revenue is handled; the effect of bad debt; and where information about budgets is published. Ms. Miller concluded by indicating that “all is well” financially. She thanked Council for giving her the opportunity to speak about campus finances, and Chair Norton-Smith expressed Council’s appreciation.

XI. **Announcements and Statements for the Record**

Councilor Warren, Chair of Academic Planning, announced that the campus can now offer the healthcare ethic minor and a post-baccalaureate hospital administration certificate.

Councilor Heaphy announced that the online submission form for the April student conference is already up and running and encouraged everyone to let colleagues at other campuses know.

Councilor Heaphy also noted that students in the Genocide class she and Dr. Fox are teaching will be giving presentations to raise awareness of genocide on November 25, from 9:30 to 10:40 in Main Hall Auditorium, and 2:30 to 3:40 in the Campus Center. All are invited to attend.
XII. Adjournment
Chair Norton-Smith adjourned the meeting at 3:33 PM.