Tuscarawas Campus Faculty Council Meeting Minutes
October 14, 2013

Faculty Present: Akpan, Baker, Brindley, Cheng, Engohang-Ndong, Feng, Fuller, Gerbig, Graff, Green, Gurau, Harding, Hediger, Hoffman, Jewell, Jones, Kang, Kangas, Keiller, Lappin, Lashley, Li, Minnick, Osikiewicz B., Patterson, Pech, Petitte, Rajagopal, Van Fossen, Wang, Willey

Administrators Present: Andrews, Bichara, Bronkar, Conrad, Donley, Haldar

I Call to Order
Willey called the meeting to order at 12:05 pm.

II Approval of September 9, 2013 and September 30, 2013 Special FC minutes

Unanimous approval of the September 9, 2013 minutes (Jewell/Fuller)

Unanimous approval of the September 30, 2013 minutes (Minnick/Pech)

III Treasurer’s Report

Green reported that there were 2 withdrawals from the Flower Fund; one on August 13 ($24.99) and the other on September 15, 2013 ($28.53) for a total of $53.52. There was one deposit of $240.00 on September 12, 2013 to the Flower Fund, with the current balance standing at $789.18. Flower Fund contributions for this year are $20 and are still being accepted by Green, via either cash or check (made out to the “Tuscarawas Campus University Foundation”). Green also requested that if a committee chair or administrator has a written version of his/her oral report to please send it to him after the meeting has concluded.

IV Chairperson’s Report

Willey reported that there were two RCFAC meetings since the last FC meeting. At the September 13, 2013 meeting, it was stated that Provost Diacon will not approve any outside employment for faculty members that involves teaching. Outside employment for workshops, etc. is acceptable. The question was asked about the consequences of not reporting such outside teaching activities. Wanda Thomas replied (on behalf of Provost Diacon) that termination of KSU employment is the consequence. Chair Ciuba asked that there be a statement from the Provost’s office clarifying this position, but Dr. Thomas replied that she would pass on the request but not to expect an official statement, as this is not viewed by the Provost as a change in policy. Minnick reported that in a recent personal conversation with the Provost, Dr. Diacon stated that there would be no change in policy, outside teaching would be allowed, but it would be reviewed on a case-by-case basis. This is contradictory to what was reported by Dr. Thomas. Dean Andrews countered that his own conversations with Provost
Diacon were suggestive of the Provost not approving any outside teaching activities. There is no current statement from the Provost on this issue.

There was also discussion about the Presidential Search Committee. Willey invited the committee and the candidates themselves to visit the Tuscarawas campus. Dr. Thomas explained that these searches are often closed because of requested anonymity by the candidates. The committee also suggested that Poly-Com be available so that if there were public appearances by the candidates that regional campus members could view these interviews.

RCFAC votes on all the nominees for University level committees. The committee will now request a sentence or two from nominated candidates explaining why they feel qualified or interested in serving on such committees. The proposal for the Joint Dean at Trumbull/Geauga was also discussed.

At the October 4, 2013 meeting, Dr. Thomas encouraged faculty to fill out the electronic survey sent out to all faculty by the university accessibility committee. The issue on outside employment was brought up again; Chair Ciuba reported that the AAUP believes that the University needs to show that outside teaching conflicts with one’s appointment and the declaration of such outside employment is not contractually mandated. This discussion will continue.

There is now a template letter for staffing university-level committees; this will help with efforts to have regional campus representation on many Kent committees. This is being discussed further by the RCFAC. Multiple guests have been invited to future RCFAC meetings. There was also a sideline discussion on the importance of reporting regional campus research projects. There is a new regional campus research conference at the Twinsburg campus on October 18; regional campus faculty that are involved in research are encouraged to attend.

A decision on the Joint Dean at Trumbull and Geauga will be held off until a new President is selected. There are different levels of interpretation of contract language between the AAUP and the University on the issue with re-appointing an interim dean on a yearly basis. Dr. Thomas suggested that regional campus chairs talk to their FCs to gather input on what the regional campuses would like to see changed in the regional system. Thomas suggested we should have a plan for what we wish to see in the future to aid the new President in making decisions. Anonymous surveys and general discussions at different regional campuses were suggested a paths to this goal. Willey asked the FC for input on whether and how the regional campuses should be restructured; input can be communicated to Willey prior to the next RCFAC meeting and she will convey these feelings to Dr. Thomas.

Dr. Bichara noted that the Biddle Report from years past should be revisited. Minnick suggested that we seek feedback from Dr. Thomas on what exactly needs to be fixed within the regional system. Dean Andrews responded to these inquiries by saying that the KSU system is not viewed to be as responsive to local needs of the regional campuses because of its bureaucracy.
Willey reiterated that she would be happy to hear additional faculty’s thoughts and ideas on this topic and to communicate these to Dr. Thomas.

Folioweb ease-of-use and security of personal information was also discussed at this meeting. If faculty has specific concerns about security, there is now a venue to express those concerns. Please direct this feedback to Willey.

There was a discussion about tenure-track faculty going up early for reappointment and tenure; any interested faculty should ask Willey directly for the results of her conversation with Dr. Thomas.

V Faculty Senate Report

Minnick reported that there have been 2 Faculty Senate meetings since the last faculty meeting.

At the September 9, 2013 meeting, Faculty Senate:

- heard a report from the Presidential Search Committee Chair, Trustee Richard Marsh. Trustee Marsh stated that the process was in the initial stage of determining what qualities, experiences, and skills the next president should have. Common responses from the university community have been the need for a person with an academic background, for a person who puts academics (both teaching AND research) first, for someone who values the Regional Campus system, and for a person who has prior experience in a public university with collective bargaining in place.

- questioned Trustee Marsh about the Senate’s desire to have a more open presidential search than previously. Many questions surrounded the desire to be able to vet the finalists prior to the final decision being made. Trustee Marsh stated that this was a difficult process since there was a need to balance the faculty’s desire to be involved versus the candidate’s desire of confidentiality to protect their current position. No decision had yet been made on this process.

- heard a report from Provost Diacon (with an assist from the Mathematical Sciences Chair Andrew Tonge) on the university’s response to the new state mandated remediation-free standards in mathematics. Provost Diacon stated that any student scoring 22 or better on the mathematics portion of the ACT cannot be required to take remedial mathematics courses and must be placed into "college-level" mathematics. Chair Tonge reported on the department’s plans to make one existing course and a revamped statistics course available to students who meet the ACT standard but nevertheless may not be ready for college-level mathematics. Chair Tonge also stated that the revised course was not being "dumbed-down" for these students, but was only being revised downward in number of credit hours the course was worth. Provost Diacon stated, when asked, that these standards do not apply to regional campuses since state money will still be made available to them for remedial courses.

- Unanimously approved a revision to university registration policy to reduce the course self-add period to the end of the first week of the semester from the current end of second week.
Students will still be able to add a course after the first week, but must now get the instructor’s signature on a permission form. It was noted that if an instructor gave permission, said permission would override course entrance requirements (such as prerequisites) so the instructor would be the one who would have to verify a student’s eligibility to take the class in these cases.

- unanimously approved a revision to Senate Bylaws to provide Senate representation for the College of Podiatric Medicine (CPM) and other colleges that may not meet the current requirement of ten tenure-track faculty members. The effect of the new policy is that if an academic unit has fewer than ten tenure-track faculty members but at least 10 full-time faculty members, then a representative will be elected from among all full-time faculty in the unit. This approval will allow the CPM to meet a key accreditation goal while not punishing other units who also fail to meet the requirement, such as a regional campus. Note that while the final vote on the bylaw revision was unanimous, the vote followed a long and contentious debate centered on why the senate should give the CPM special treatment when other units have not been given it in the past. The final revision was a compromise between not giving the CPM senate representation (and thus having them lose accreditation) or only giving it to them and no other units in a similar situation.

At the October 7, 2013 meeting, Faculty Senate:

- heard Provost Diacon’s remarks on reducing the number of DFW grades in high enrollment courses by trying to change student attitudes about class attendance. Statistical studies show that there is a correlation between the grade a student earns and the number of these classes they attend. A discussion ensued over how to do this and it was generally agreed that it would have to be a long term project with no easy fixes. It was also agreed that the problem has existed for several decades and is nothing new to this current generation of students. Another discussion ensued about the effectiveness of in-office face-to-face office hours. Anecdotally, most out of class contact with students currently occurs via email or other online methods 24/7, so the need for set hours seems outdated. It was suggested that in the future, we allow faculty to schedule face-to-face appointments if necessary rather that have fixed in-office times which are rarely attended. These discussions were tabled for a later date.

- heard a report by Provost Fellow Jarrod Tudor on the status of placing SSI’s online. The plan is to conduct a pilot run using newly acquired software at the end of the Fall 2013 semester for all the Kent Campus FYE courses. The Provost stated that the only reason they are being placed online is to eliminate the costs involved with using the paper system. The biggest cost is not the actual paper forms, but is in the transport, handling, and scoring of the forms, all of which require a certain amount of confidential processing. There will be no changes to the actual questions asked on the SSI; the current form is simply being converted into an electronic form for the students to fill out and which will be electronically tabulated. The intention is that on the date chosen to conduct the SSI’s, an email will be sent to the students giving them a link to the survey. The actual survey will be conducted on whatever technology the students have
(smart phone, tablet, laptop) in class and will have an electronically set time limit of 15 minutes. After that time, the surveys will be closed regardless of whether the student is finished. This is to ensure that students don’t write books on the SSI’s in the comments boxes. It was pointed out that they already have a time limit on the in-class paper forms as the instructor must vacate the classroom to perform the surveys, and most instructors don’t give an unlimited time now. The question was raised about those students without access to an appropriate level of personal technology, especially on the regional campuses. Fellow Tudor stated that the survey could also be filled out using any networked campus computer after class, but would still have the 15 minute maximum time limit. Since the biggest concern is that the response rate will decrease with this method, this pilot program is being done to determine if that is the case or not.

- passed a unanimous resolution calling for the Presidential Search Committee to ensure that candidates on the short list meet with the Faculty Senate Committee on Administrative Officers prior to the final hiring decision being made. It was also resolved that faculty and staff input be sought on each candidate prior to the decision as well. Note that despite the unanimous vote, this was a hotly debated issue.

**At this point in the meeting, a motion for a change in the order of agenda was made (Pech/Patterson). In the interest of time, New Business was officially moved before Committee and Administration reports for this meeting.**

**VI New Business**

This discussion pertains only to the tenure-track unit, regarding Faculty Excellence Awards. It was brought up at the recent FEA meeting that other regional campuses include junior faculty in the review process for merit awards. These faculty can see the dossiers and rank them, just like senior faculty. Discussion at that meeting concluded that this issue was important enough to raise for a vote among the tenure-track members of the FC. There is no language in the contract that prevents junior faculty from ranking and having input in Faculty Excellence Awards. Traditionally, the reappointment committee (composed of senior faculty) on the Tuscarawas campus votes on merit ranking. A quorum of 16 responses is needed to vote on this issue; the vote will be paper ballot and will be securely and confidentially counted by Willey, Pech, and Minnick on Monday, October 21, 2013.

The wording for the ballot will read “All tenure-track faculty will be allowed to view and rank Faculty Excellence Award dossiers.” A motion was made to approve this wording (Minnick/B. Osikiewicz). Osikiewicz clarified that there is no mandatory obligation to rank files, it is elective for all faculty, even if you did not or cannot apply for FEA. Minnick expressed concern that if junior faculty were allowed to vote, it is possible that senior faculty may be less than honest on their reappointment-tenure decisions, knowing there could be retaliation by junior faculty on merit pay for a negative decision on RPT. Minnick suggested that junior faculty be allowed to view the FEA dossiers, but should not be allowed to rank the actual files. Hoffman asked if it was allowed to only partially vote on part of the dossiers, rather than the entire group. It was
stated that those reviewing files need to review all of them. Willey noted that this is a commitment of time if you choose to rank files.

Willey had to teach class at this time; Pech led the remainder of the meeting.

VII Committee Reports

Standing Committee Reports

A. Academic Affairs – the committee charges for the academic year were reviewed. There was discussion on the current campus policy on office assignment. It was decided to continue using the current office point calculation system approved by the FC, but there was a suggestion to limit the number of times one faculty can “bump” other faculty. For instance, set a rule as “one person can only bump others with the points lower by at least 20. Or, if one person “bumps” another person, he/she will lose some points for the next academic year’s point calculation. It was suggested that faculty may request room change with a detailed description as to why the change is necessary. When a room is available, space will be assigned based on the points earned on the requesting list. It was also suggested that the committee develop a questionnaire regarding the office assignment and further brainstorm better ways to handle these issues. Campus Academic Quality Improvement Projects (AQIP) were reviewed by Laurie Donley (Ex-Officio member as relating to this particular charge). The committee discussed ongoing projects, including Service Learning, Student Participation in Orientation and Retention, and Pre-college Enrichment-Math Transitions. Reasons for terminating the “Pre-College Enrichment Programs for 2008 and 2009” were discussed and the possibility of reviving these programs was explored. Finally, the committee will serve as a liason between faculty and the new Educational Technology position (Jason Ruegsegger), whose job duties include Blackboard Learn support, expanding online course offerings, assisting faculty design web-classes, and helping with classroom technology.

B. Faculty Affairs – Note: No verbal report was given by Chair Minnick at the meeting; these notes were added as a post-hoc addendum to the Faculty Council minutes. At the September 18, 2013 FAC meeting, the committee read all the charges for this year’s work. The committee discussed Charge #2, the procedures for a representative Faculty Council (FC). A discussion was held about whether to try to make what is currently in the handbook work as written, go with the revised proposal from last academic year, or to go with something else entirely. It was decided to hold an all faculty meeting to discuss what the faculty really wants the FC to be. This meeting will be held on October 28, 2013 at 12:05 pm in Business Conference Room A

C. Electronic Communications – On October 1, the electronic communications
committee had their first meeting to discuss the charges for the 2013-2014 academic year. The committee spent the entire meeting discussing the first charge, which includes “continuing the discussion about computer refresh and virtual desktops, seeking a wide variety of faculty responses to technology policy changes, with the aim of finding an economical and agreeable solution for everyone.” Another meeting will be held in the next few weeks to continue the discussion and finish reviewing the charges.

D. Library – The committee met on October 8, 2013 to review and discuss this year’s committee charges. Among the topics discussed included a plan to include CORE textbooks in the library and keep these books on reserve each semester, as needed by students. Additionally, the committee discussed and proposed initial edits for a draft of the Collection Management Policy; this conversation will be continued at the next meeting.

E. Student Affairs – The committee met on September 30, 2013 to discuss this year’s charges. This year’s Student Research Colloquium was discussed and final versions for the new Student Research Conference Fund and the Student Travel Fund were approved. Jean stated that he would send these forms out electronically and that they are also available on our website. Additionally, Jean reminded the Faculty Council that these funds are for student travel only, not for faculty use.

Ad Hoc Committees

A. Artist Lecture Committee – On October 14, 2013, the One Book, One Community program entitled “The Prize Winner of Defiance, OH” was given.

B. Diversity Committee – On Friday, October 18, 2013, the Tuscarawas campus will host a Women in Engineering program for area high school girls, from 8 am to 2 pm.

C. Service Learning Committee – No report

D. Safety Committee – No report

VIII Unfinished Business

There was no unfinished business.

IX Administrator Reports

A. Dean’s Report
Dean Andrews reported on the following items:

- Introduced the new Director of Advancement, Chad Conrad.
- Lock-Down drill on Monday morning (October 14) went well overall, with only a few minor errors. Dean Andrews appreciated everyone’s participation and reminded that everyone should follow established protocols. B. Osikiewicz noted that there were no locks on restrooms and the Faculty Lounge in Founders. The restrooms cannot be locked because of fire code issues, and the individual offices and the outside doors of the faculty offices can be locked, answered Dean Andrews. Jean reported that he had a student that wanted to leave class during lock-down, instead of being forced to remain. Dean Andrews replied that we cannot stop students from leaving, but we should explain to them that once in the hallway they are putting themselves in jeopardy.
- ALICE training will be on October 23 (11-2 pm) and November 19 (2-3:30 pm) on our campus.
- The security cameras are still several weeks away from being installed, because of a bidding issue on the project.
- Nursing’s Accreditation visit went very well; the program was deemed compliant on all 6 standards and the accreditation was renewed for 8 years. Only 30% of the programs in the United States receive this level of renewal.
- The Vet Tech Accreditation visit is from October 23-35, 2013.
- The campus will move forward with 2 faculty searches this year: Communication Studies and Agri-Business.

B. Assistant Dean’s Report

Assistant Dean Haldar reported on the following items:

- Kent State University will be receiving a visit from the Higher Learning Commission in April 2014. All regional campuses are working with the Provost’s office to have information ready by November 1. Kent, Stark, and East Liverpool are the confirmed locations for on-site visits, although a surprise visit to Tuscarawas is not out of the question.
- United Way campaign has begun. The Leadership Team this year includes Cherie Bronkar, Kathy Davis-Patternson, Jeremy Green, Mike Morelli, and Fran Haldar. Your pledge form can be returned to any team members.
- If you wish to teach during Summer session at another regional campus, please let that Campus Dean know by November 15, 2013.
- Commencement 2014 will be on Friday, May 9, 2014 at 6:30 pm in the Performing Arts Center. Please plan to participate.

C. Other Administrator Reports

- Cherie Bronkar: There will an MLA Workshop on November 12, Avoiding Plagiarism on November 19, and APA Workshop on November 14, all at noon in the library.
- Laurie Donley: The Campus Facebook page is up and running; if there are any club announcements, faculty research, publications, etc, please email Laurie or Aubrey to have those posted.
Chad Conrad is happy to be here!

**Announcements**

There were no announcements

**Adjournment**

The meeting was adjourned at 1:18 pm (Minnick)

Respectfully submitted,
Jeremy Green
Tuscarawas FC Secretary/Treasurer