



## FACULTY SENATE

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**TO:** Members of the Faculty Senate and Guests      **DATE:** March 4, 2013  
**FROM:** Paul Farrell, Chair of the Faculty Senate  
**SUBJECT:** Agenda and Materials for the March 11, 2013 Faculty Senate Meeting

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Attached you will find the agenda and the materials for the March 11<sup>th</sup> Faculty Senate meeting. As always, we will meet in the Governance Chambers at 3:20 p.m. Please join us, if you can, for a few minutes of informal conversation prior to the meeting.

1. Call to Order
2. Roll Call
3. Approval of the February 11, 2013 Faculty Senate Meeting Minutes
4. President's Remarks
5. Chair's Remarks
6. Report:
  - Update on Course Scheduling (Melody Tankersley, Provost Fellow)
7. Old Business:
  - University Policy on Distinguished Ranks
8. Announcements / Statements for the Record
9. Faculty Senate Meeting Adjournment



## **FACULTY SENATE**

### **Minutes of the Meeting**

February 11, 2013

**Senators present:** Ann Abraham, Patti Baller, Madhav Bhatta, David Dees, Vanessa Earp, Paul Farrell, Rick Feinberg, Mary Ferranto, Steve Fountain, Lee Fox-Cardamone, Kimberly Garchar, George Garrison, Mack Hassler, Min He, Barb Hipsman, Susan Iverson, Thomas Janson, Robert Kairis, Tracy Laux, Ralph Lindeman, Richard Mangrum, Mike Mikusa, Stephen Minnick, Stephen Paschen, David Riccio, Daniel Roland, Ratchneewan Ross, Susan Roxburgh, Vilma Seeberg, Jonathan Selinger, Deborah Smith, Fred Smith, John Stoker, Jarrod Tudor, James Tyner, Roberto Uribe-Rendon, Robin Vande Zande, Will Ward, Susan Weaver, Donald White, Linda Williams, Kim Winebrenner

**Senators not present:** Brian Baer, Deborah Knapp, Terrence Uber, Christopher Was

**Ex-Officio Members present:** Provost & Senior V.P. for Academic Affairs Todd Diacon; Vice President Iris Harvey; Deans: James Blank, James Bracken, John Crawford, Laura Dzurec, Daniel Mahony, Simon Song, Deborah Spake, Douglas Steidl, Wanda Thomas; Director Robert Walker

**Observers present:** Michael Allen (GSS), Larry Osher (Podiatric Medicine), Breanne Yonkof (USS)

**Observers not present:** Myra West (Emeritus Professor)

**Guests present:** Sue Averill, Stephane Booth, Lisa Delaney, Jill Folk, Mary Ann Haley, Tess Kail, Karen Keenan, Ralph Lorenz, Eric Mansfield, Rebecca Murphy, Scott Olds (for M.Bhatta), Rick Rubin, Jennifer Sandoval, Therese Tillett

#### **1. Call to Order**

Chair Farrell called the meeting to order at 3:20 p.m. in the Governance Chambers, second floor, Kent Student Center.

#### **2. Roll Call**

Secretary Earp called the roll.

#### **3. Approval of the Faculty Senate Meeting Minutes of December 10, 2012**

Chair Farrell called for corrections to the minutes of the Faculty Senate general meeting of December 10, 2012.

The minutes of the December 10, 2012 meeting were approved unanimously (D.Smith/F.Smith).

#### **4. Provost's Remarks**

Provost Diacon thanked the members of the search committee for the Dean of the College of Business. He also welcomed the new Dean, Deborah Spake, who was attending her first Faculty Senate meeting.

The Provost thanked the members of the search committee for the Dean of the College of Arts and Sciences. The three finalists have all interviewed on campus however no decision has been made. He thanked the campus community for their involvement in the process and for submitting evaluation forms.

Provost Diacon continues to meet with academic departments and programs. He has several meetings scheduled for this semester.

#### Questions for the Provost

Senator Hassler inquired about the announcement made by the Provost at the English Department meeting about reducing the size of the basic English class. The Provost replied that this was an initiative of President Lefton. President Lefton will pay to hire more instructors for the beginning English classes. The administration would like incoming students to have at least one other small enrollment class, besides First Year Experience, in their first two semesters. The goal is to reduce the class size from 25 to 19 students. He did not provide information on what type of faculty would be hired to teach the additional sections. The Provost did state that if we hire non-tenure track faculty to teach these courses he would like us to hire them full time.

Senator Roxburgh asked when the Senate would be given a report on Infosilem. The Provost replied that a report would be presented by Dr. Melody Tankersley, the Provost's Fellow, at the March Faculty Senate meeting.

Senator Janson mentioned that he just found out that the university is instituting mandatory advising and that students will not be able to register until they have met with an advisor. After the meeting the advisor enters a pin number into the system that will allow the student to register. Senator Janson was concerned about how this may impact faculty members who advise upper division students and do not have pin numbers. Provost Diacon stated that mandatory advising will be implemented for freshmen and sophomores first. The students will have to have an advising meeting each semester. The program started this spring semester and students cannot register for fall until they have met with an advisor this semester. Mandatory advising will be implemented for juniors and seniors starting in fall 2013. Juniors and seniors will only be required to have one mandatory advising session per academic year.

Senator Hipsman questioned the feasibility of requiring mandatory advising based on the current staffing levels. The Provost disagreed and felt that with the new advisors that have already been hired by the deans the staffing is adequate. He thanked the college deans for their willingness to hire more professional advisors. Senator Hipsman also questioned if juniors and seniors needed mandatory advising, she stated that if they need help they know to schedule an appointment. She also stated that faculty advisors should be given override ability in the advising system. The Provost replied that he was not sure who had override ability for juniors and seniors. He also disagreed with Senator Hipsman, that juniors and seniors would always seek advising help. Senator Hipsman responded that perhaps for juniors and seniors mandatory advising should be put in place if they had a lower GPA. Provost Diacon replied that while he felt we should spend a lot of time with struggling students, we should also spend time with all of our students. In upper division sessions you might be able to spend more time on career counseling or discussing graduate school.

Senator Deborah Smith stated that she is concerned that the mandatory advising may have an impact on a student's ability to register for a particular class and therefore delay their graduation. She commented that it is a problem when students get locked out of a class and then wait for a position to open up; when this happens students can add the class up to 10 days after the start of class. This is of great concern for the faculty teaching the course. She also was concerned that the professional advisors may not be able to provide career counseling or have information on

internships for specific majors. The Provost responded that the ad hoc committee he convened to look at student success issues is examining the issue of how late into the semester students can add a class. Provost Diacon replied that he did not have a problem with faculty members conducting the mandatory advising sessions for the juniors or seniors, as long as they were being advised. Senator Janson stated that course schedulers can close a class at the end of the first week of the semester; the faculty member needs to go through their department chair to initiate this.

Senator He mentioned that at the Trumbull Faculty Council meeting there was concerned raised over Flash Notes. She asked if there was anything the university could do to prevent the sharing of class notes or if there was a way for the university to provide support for faculty to search and see if their materials are being shared. Provost Diacon replied that he was not sure and that perhaps University Council could address the senate at a later date.

Senator Garrison, in a follow up question to Senator Hassler's question, inquired about the Provost's thoughts on the ratio of non-tenure track faculty to tenure track faculty. He stated that there are many issues involved in this topic and asked if the administration would be willing to have a future discussion on this issue. Provost Diacon replied that he felt this would be a good issue for the Fall Faculty Senate retreat. The Provost stated that many universities hired non-tenure track faculty to help deal with the Great Recession. His bottom line is that it is better to hire full time non-tenure track faculty than adjuncts. Chair Farrell stated that the topic of the Fall Faculty Senate retreat would be up to the next Chair of Faculty Senate.

Dean Stan Wearden presented a report on the Academic Affairs Strategic Planning Committee. [attached].

## **5. Chair's Remarks [attached]**

Chair Farrell read his remarks.

## **6. EPC Action Items:**

- a. URCC - Removal of requirement within the Kent Core Additional category that courses must be from two categories. Effective Fall 2013.

Dean Lorenz presented an overview of the change. Currently the Kent Core is divided into six categories: composition, mathematics and critical reasoning, humanities and fine arts, social sciences, basic sciences, and additional courses. The way the policy is currently written students must take six credit hours in the additional course category, however no more than one course per category.

Senator Selinger asked how this proposal is connected to the moratorium on the submissions of new course proposals for the Kent Core. Senator Williams replied that this proposal has nothing to do with the moratorium. The moratorium is in place until the fall of 2013.

Senator Deborah Smith asked about the process that the policy had gone through; she was concerned that there might not have been enough faculty input. She was on EPC when the Kent Core was adopted and the rationale was to ensure that students had a broad and diverse experience. While social science is broad, not all categories are so broad that students could take two courses that were sufficiently different. If students are having difficulty meeting the requirement, then that is an advising issue, not an issue with the policy.

Senator Williams stated that the breadth issue is very important now because we currently allow students to "double dip", meaning that one class can fulfill multiple requirements. She asked the Provost if the possibility for a new model of the first year seminar might fulfill this

requirement. The Provost replied that the university is not at the point to make any decisions on revising the first year seminar right now. Senator Williams stated that on the advising worksheets the "additional" category is listed first because the sheets are arranged alphabetically when it should be the last thing students fulfill. Her final point was that anthropology may seem very different from psychology, but they are grouped together because they share a methodology and the purpose of this category was to broaden students' exposure to different methodologies. The categories based on methodology were grouped together by URCC.

Dean Lorenz responded that in the vast majority of cases he has seen the problem is not that students have received poor advising but that the students were served better from taking two different courses in the same category than having to take a course from the additional category. Provost Diacon stated that there are many definitions of what constitutes appropriate breadth in one's education.

Senator Feinberg asked if there was any data that demonstrated how large of a problem this was. Therese Tillett responded that there is no hard data; however this seems to be one more obstacle for students to overcome to graduate.

Senator Garrison stated that the restrictions and limitations channeling a student's experience in the Kent Core was done for a reason, not haphazardly. The Kent Core courses are supposed to reflect our core values. What's at the heart of our core values is the liberal arts tradition. He thinks those who are in favor of this approach to education are trying to hold onto and extend into the 21st century the idea of a liberal arts institution.

Senator Stoker asked how this policy change will help students. Provost Diacon responded that there is enough breadth in this new policy to ensure a good liberal arts education without making students seek exemptions for classes they want to take.

The motion passed, 22 in favor and 16 against.

- b. College of the Arts (Theatre & Dance) - Establishment of Dance Studies [DNST] major within the Bachelor of Arts [BA] degree. Dance Studies will complement the existing Dance major within the Bachelor of Fine Arts degree. Three courses are established for the new major. Minimum total credit hours to program completion are 121. Effective Fall 2013.

Dean Crawford explained that the new major would allow an option for student who want to continue their professional level dance training but want to combine it with other areas of study.

The motion passed unanimously.

- c. College of the Arts (Fash Dsn & Merch) - Establishment of Fashion [FASH] major in the Master of a Fashion [MFASH] degree. Included in the proposal is the establishment of 11 courses. Minimum total credit hours to program completion are 30. Effective Fall 2013.

Dean Crawford stated that over the last several years they have been working towards the establishment of a graduate program in the School of Fashion. This would be considered a professional practice degree, geared toward students with educational qualification in either merchandising or design who want to engage as an advanced practitioner or researcher.

Senator Vande Zande asked how many Masters in Fashion programs there are in the country. J.R. Campbell, the school director, responded that this would be the first. Senator Vande Zande asked how this would benefit students. Mr. Campbell stated that this will help students

who want to further their education with a focus on the industry component as opposed to fine arts. This program will help students to find a context that is unique compared to other programs across the United States in that it is aligned more to career trajectories.

Senator Hassler asked if this is an academic program in the sense that students in the program could become professors of design. Mr. Campbell replied that is one of the goals of the program. They hope to further methodological approaches that relate to practice through research.

The motion passed unanimously.

- d. College of Arts & Sciences (Psychology) - Establishment of Psychology [PSYC] major within the Bachelor of Science [BS] degree. Program will complement the existing Psychology major within the Bachelor of Arts degree. One course is established for the program. Minimum total credit hours to program completion are 121. Effective Fall 2013.

Mary Ann Haley explained that this option would increase the science component within the major. This will benefit students who are interested in graduate programs or medical schools.

The motion passed unanimously.

- e. College of Education, Health & Human Services (Foundations, Leadership & Admin.) - Revision of degree designation for the Educational Studies [EDST] major. Degree changes from Bachelor of Science in Education [BSE] to Bachelor of Science [BS]. Also included in proposal is adding writing-intensive and practicum requirements. Minimum total credit hours to program completion are unchanged at 121. Effective Fall 2013.

Dean Mahony clarified that these degree names dated to when the college was the College of Education, now that the college is broader, the degree names should reflect that.

The motion passed unanimously.

- f. College of Nursing - Establishment of fully online delivery, in addition to on-ground delivery, for the Nursing [NURS] major within the Doctor of Philosophy [PHD] degree. Admission, course and graduation requirements for the program are unchanged. Effective Fall 2013.

Dean Dzurec identified two reasons the college wanted to offer their Ph.D program online. The first is that there is a tremendous shortage of nursing faculty and by offering an online Ph.D.; they hope to help alleviate that shortage. They also feel that they can deliver a strong online program that can help increase the number of practicing nurses.

Senator Deborah Smith asked how the college would handle the online program if the faculty refused to teach online, as is their right under the current collective bargaining agreement. Dean Dzurec responded this is not a problem. The courses are actually taught synchronously via Elluminate, which means that there are students physically in class and there are other students are online.

Senator Williams asked if this really needed to come before senate since it was not a new degree. Therese Tillett replied that any program that the university wants to offer completely online has to go to the Ohio Board of Regents for approval. Since it has to go before the Ohio Board of Regents the university wants it to go through all of the official university channels as well.

Chair Farrell asked if this would be the first online Ph.D. in the state. Therese Tillett replied that she was not sure, but it would be the first for Kent State.

Senator Dees expressed concern that the online students would not experience the same socialization to the academy as traditional face-to-face students. In his work with the Faculty Professional Development Center he sees new faculty who are great researchers, pretty good teachers, yet they have limited understanding of the life of a faculty member. They need to be socialized to issues of shared governance and committee work. He also expressed concern over how international students would fare in the online environment. Dean Dzurec replied that the international students were not allowed to complete the program online, they must attend in person due to government regulations.

The motion passed with one vote against.

- g. College of Applied Engineering, Sustainability & Technology - Establishment of Aircraft Dispatch [ACD] minor. Minimum total credit hours to program completion are 25. Effective Fall 2013.

Senator Mangrum indicated that the FAA issues the aircraft dispatcher certification and that at Kent State we already offered most of the courses needed. This would allow the university to add value to an existing degree program.

The motion passed unanimously.

- h. College of Applied Engineering, Sustainability & Technology - Establishment of Liquid Crystal and Display Engineering [LCDE] minor. Minimum total credit hours to program completion are 23. Effective Fall 2013.

Dean Song explained that many industries working in the area of liquid crystals were seeking graduates with engineering backgrounds.

Chair Farrell stated this was brought before Senate because the program required the creation of four new courses that are outside of the College of Applied Engineering, Sustainability and Technology. Dean Song replied that these four new courses would be open to any student.

The motion passed unanimously.

- i. College of Applied Engineering, Sustainability & Technology - Establishment of Sustainability [SUST] minor. Minimum total credit hours to program completion are 19. Effective Fall 2013.

Dean Song presented on this new minor. There are seven courses, three of which are new.

Vice Chair White asked about the experiential learning requirement, he felt it was odd to have that requirement for a minor. There was some discussion to clarify if this was a requirement for the minor. Vice Chair White asked what happened if a student wanted to earn the minor but has already fulfilled the university experiential learning requirement. Dean Song responded that the experiential learning requirement for this minor must be pre-approved by the program coordinator and that it must be related to sustainability. Vice Chair White stated that the university experiential learning requirement was not intended to be set up as part of a major or minor.

Senator Dees recommended requiring a one hour special topics course which would allow the department to craft it into what they want without interfering with the university experiential learning requirement.

It was moved that the wording would be changed to state that students would fulfill a one unit practicum. The motion passed.

The motion to approve the establishment of a sustainability minor as amended passed unanimously.

- j. College of Applied Engineering, Sustainability & Technology - Establishment of Unmanned Aircraft Systems [UAS] minor. Minimum total credit hours to program completion are 16. Effective Fall 2013.

Senator Mangrum explained that this is new area and there is an opportunity to be in the forefront of this career field. The courses would be open to all students and would count towards some majors in the college.

The motion passed unanimously.

- k. College of Applied Engineering, Sustainability & Technology - Establishment of Computer Engineering Technology [CET] minor. Minimum total credit hours to program completion are 24. Effective Fall 2013.

Dean Song explained that the college already has a major in this area and that this allows students who are interested to obtain a minor.

The motion passed unanimously.

- l. Regional College - Establishment of Help Desk Support [HDKS] minor. Minimum total credit hours to program completion are 19. Effective Fall 2013.

Dean Thomas explained that this is part of an existing major and no new faculty or courses would be needed.

The motion passed unanimously.

- m. Regional College - Establishment of CAD for Manufacturing [C148] post-secondary certificate. Minimum total credit hours to program completion are 17. Effective Fall 2013.

Dean Thomas explained that this is a new certificate that was developed based upon industry demand.

Senator Dees stated that a few years ago the regional campuses were pushed towards offering more four year degrees instead of certificates. By offering this new certificate is the administration shifting the focus of the regional campuses? Dean Thomas replied that if there was a need regionally for a certificate then they would try to fill it.

The motion passed unanimously.

### **EPC Information Items:**

Revision of the credit-hour definition for applied music lessons courses in the Instructional Delivery and Credit-to-Contact Hours policy as published in the Curriculum Guidelines.

Revision of the Student Responsibilities policy as published in the University Catalog.



## **7. New Business (Discussion Item): University Policy on Distinguished Ranks**

Senator Deborah Smith introduced the University Policy on Distinguished Ranks and provided the history of the document. There was some discussion over the removal of the language that mentioned diversity. It was stated that the Professional Standards Committee, while disappointed with the removal of the diversity language did support the policy as presented to Faculty Senate.

This policy will be voted on at the March Faculty Senate meeting.

## **8. Announcements / Statements for the Record**

Senator Dees expressed his irritation at the number of EPC items that come to senate at the last minute. Curriculum matters are important and should not be rushed through, he encouraged the university to not put off curriculum issues to the last minute and particularly at the January EPC meeting.

Senator Janson asked Chair Farrell if the executive committee had discussed the issue of the Pepsi contract with President Lefton and how that decision impacted the idea of a faculty lounge. Chair Farrell replied that the issue was discussed at a faculty senate executive committee meeting and was reflected in the minutes of that meeting, which were in the senate packets.

Mr. Michael Allen spoke on behalf of the Undergraduate Student Senate and asked faculty to consider serving as a judge for their 18th annual Research Symposium in April.

## **9. Adjournment**

Chair Farrell adjourned the meeting at 6:02 p.m.

Respectfully Submitted,  
Vanessa J. Earp, Secretary Faculty Senate

## **Faculty Senate Meeting of February 11, 2013**

### **Chair's Remarks**

Welcome to the first meeting of the Spring 2013 semester.

I would particularly like to welcome Deborah Spake, the new Dean of Business Administration, whose first meeting of Faculty Senate this is.

Provost Diacon has already reported on progress so far on the strategic plan for academic affairs. The ad-hoc committee of EPC to review Kent State's academic policies and how they align with student success, which was approved by Senate in October began its discussion in January.

Three candidates for the position of Dean of Arts and Sciences visited campus in the last two weeks. I would like to echo Provost Diacon thanks to the members of the search committee for this position and also for that of the Dean of Business Administration, and also all those who participated in the campus visits of the candidates. Searches are in the process of being initiated for the position of Associate Provost to replace Tim Chandler, and also for the position of Vice President for Human Resources. Two reviews of Deans will also take place this semester: these are for Dean Wearden of the College of Communication & Information and Dean Mohan of the Geauga/Twinsburg campus.

Ballots for the 2013 Faculty Senate elections are being prepared and should be mailed out this week, with a return date of February 27. I am happy to say that we have a full complement of candidates that is twice the number of open positions, for almost all constituencies, and in some cases more than a full complement. I'd like to thank our office secretary Tess Kail particularly for her work in contacting potential candidates, and all the faculty members who have expressed their willingness to serve the University Community in this important capacity.

We are also planning the Spring Faculty Senate forum. The tentative date and time is on April 5 in the afternoon. As you recall the topics the executive were considering include "RCM and its impact on academic quality" or "The effects of central scheduling at the Kent Campus". We have settled on the former (RCM), since the Provost's Fellow Melody Tankersley has been gathering information on the scheduling process and plans on presenting that to Faculty Senate at the March meeting.

The motions from EPC on our agenda today include 6 items that were forwarded by EPC for consideration, and, in addition a number of issues that individual Senators requested be considered, and also 2 information items.

There is also a discussion item from the Professional Standards Committee: University Policy on Distinguished Ranks. I am particularly pleased to bring this to Senate, since it is the result of discussions over more than two years and represents a redraft of the motion passed by Senate in Spring 2011.

#### University Policy Regarding Administration of Student Conduct

I would like to thank Vice President Jarvie for bringing forward to Faculty Senate a revised draft, which addresses all the issues raised at the September meeting of Senate. This is an example of fruitful input and effective collaboration between Senate and the administration leading to the creation of a better policy.

#### Change of Faculty Senate bylaws to permit electronic voting.

The Executive believes that this will increase participation in the election and result in less spoiled votes. Since this would need to be approved by the Board of Trustees, and a system would need to be implemented, the first use of such a system would likely be in the 2014 election. Naturally, if instead we saw a significant decrease in turnout after introducing electronic balloting, I would expect that we would revert to paper ballots.

Chair Paul Farrell

# Academic Affairs Strategic Planning Committee

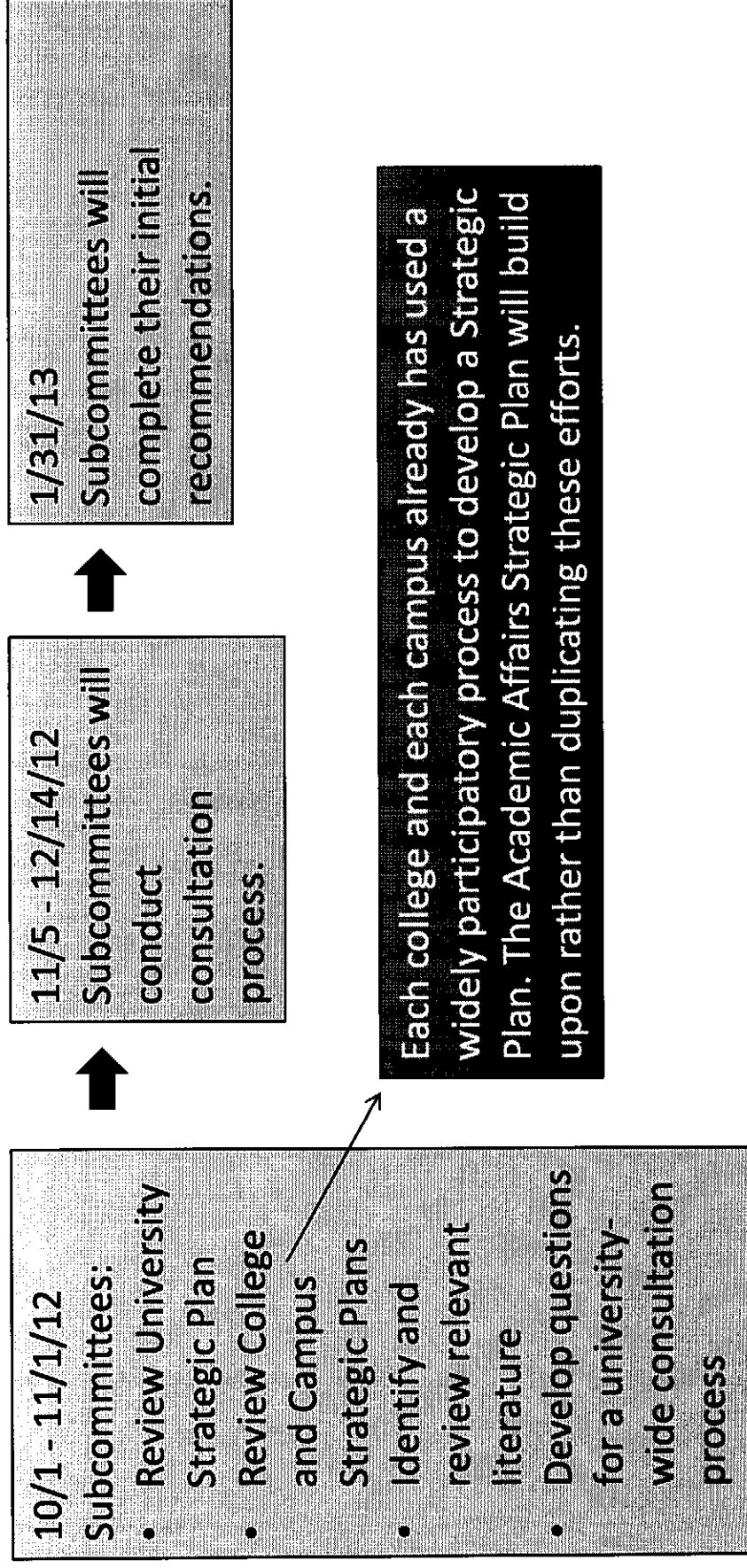
## Co-chairs:

Carey McDougall, Art, Stark

Stan Wearden, CCI

Provost Staff Liaison: Sally Kandel

# Process

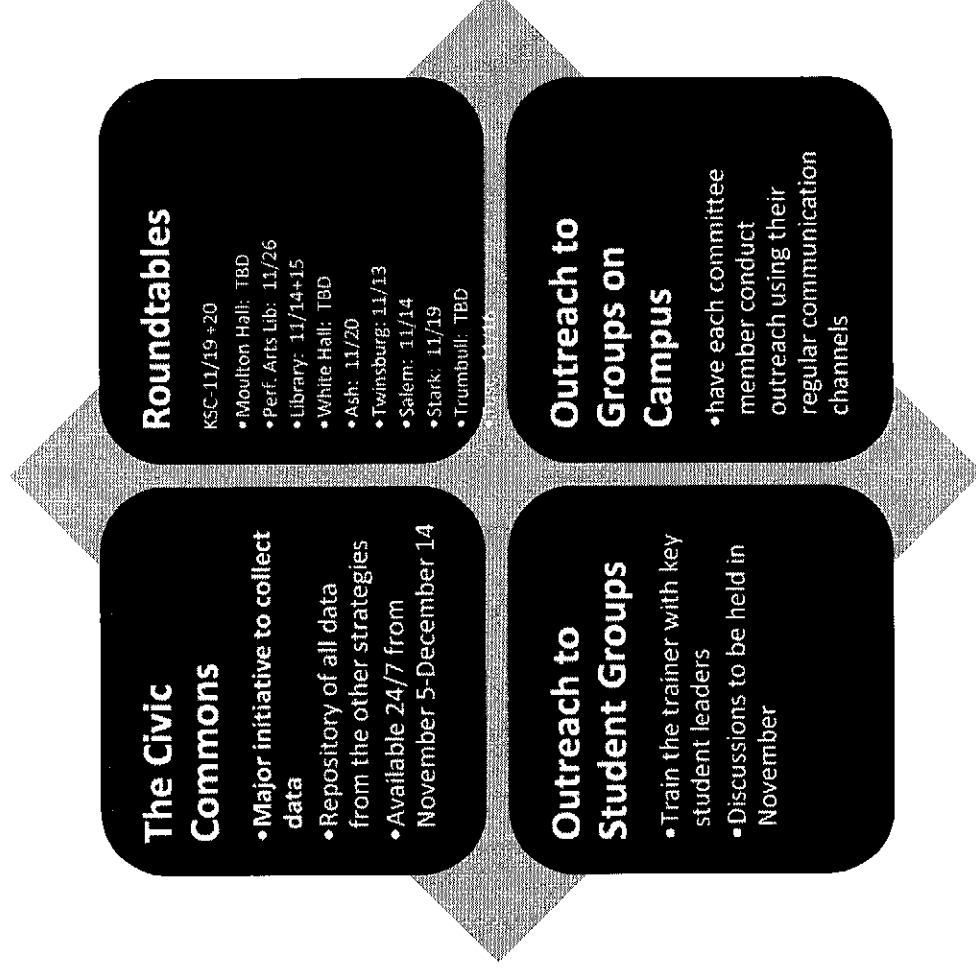


# Goals of The Consultation Process

- To provide communication vehicles for all faculty, staff, students and advisory boards to have input into the Academic Affairs strategic planning process
- To provide a methodology that will document all voices in their own words
- To provide a dynamic interactive and iterative process to enable deep discussion and the ability to probe emerging discussions
- To analyze all gathered information according to themes to inform the strategic plan before the committee begins writing its recommendations
- To provide follow-up opportunities for all faculty, staff and students on the first draft of the strategic plan to enable refinement and buy-in and to ensure that the plan has been informed by the feedback process

# Data Collection Strategy

## November 5-December 14, 2012

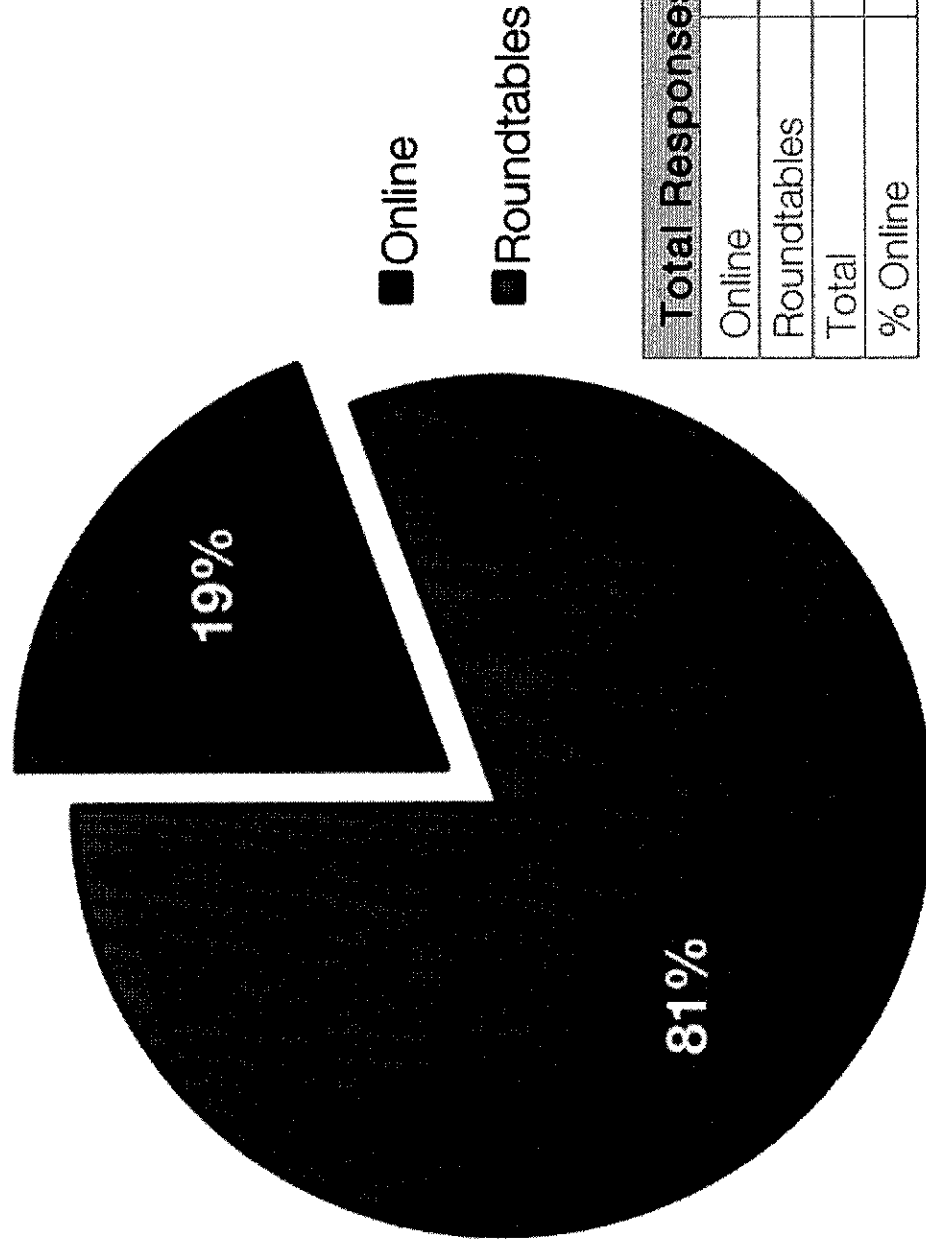


# Feedback Participation Rate

Conversations	Roundtables	Online	TOTAL	% of Total Responses
Ensuring	887	197	1,084	42.2%
Enhancing	237	66	303	11.8%
Expanding	199	65	264	10.3%
Engaging	292	63	355	13.8%
Securing	158	28	186	7.2%
Developing	298	80	378	14.7%
<b>TOTAL</b>	<b>2,071</b>	<b>499</b>	<b>2,570</b>	<b>100.0%</b>



# Feedback Participation Rate

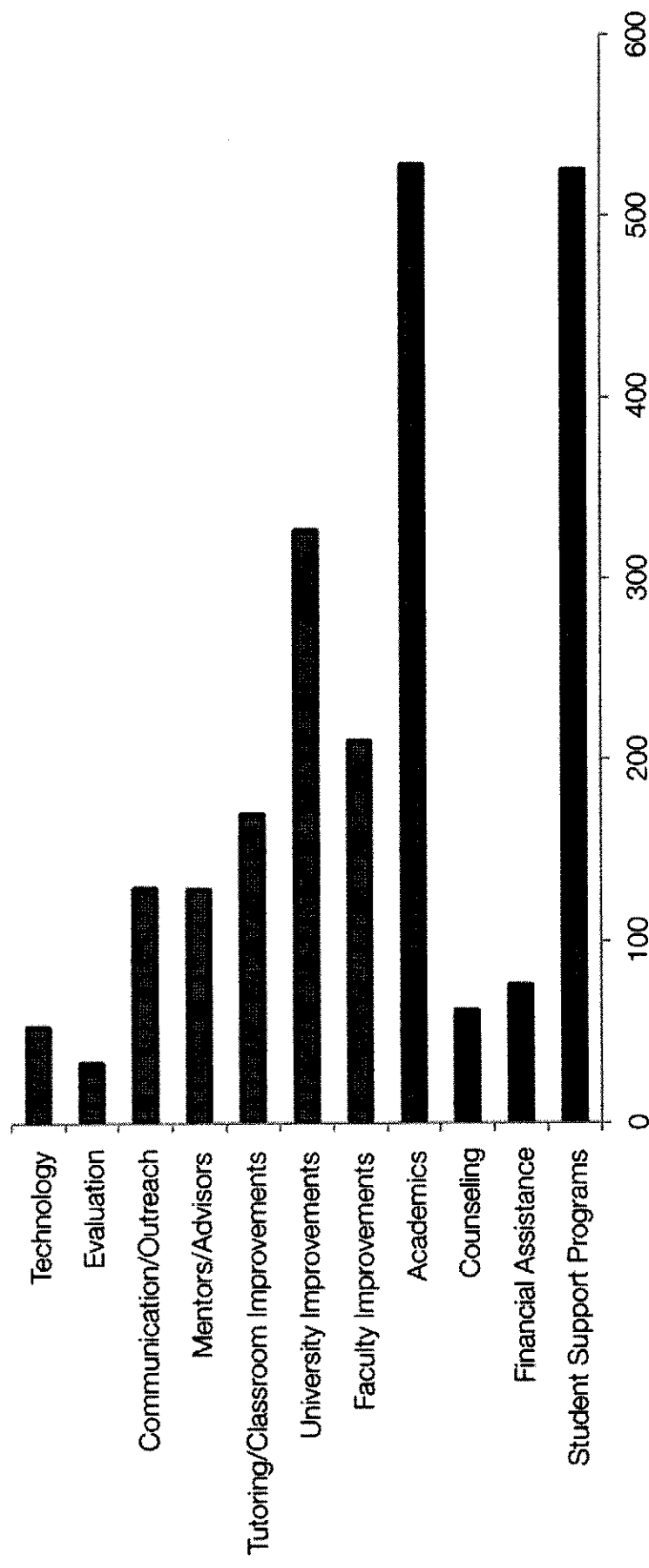


Total Responses by Venue		
Online		499
Roundtables		2,071
Total		2,570
% Online		19.4%

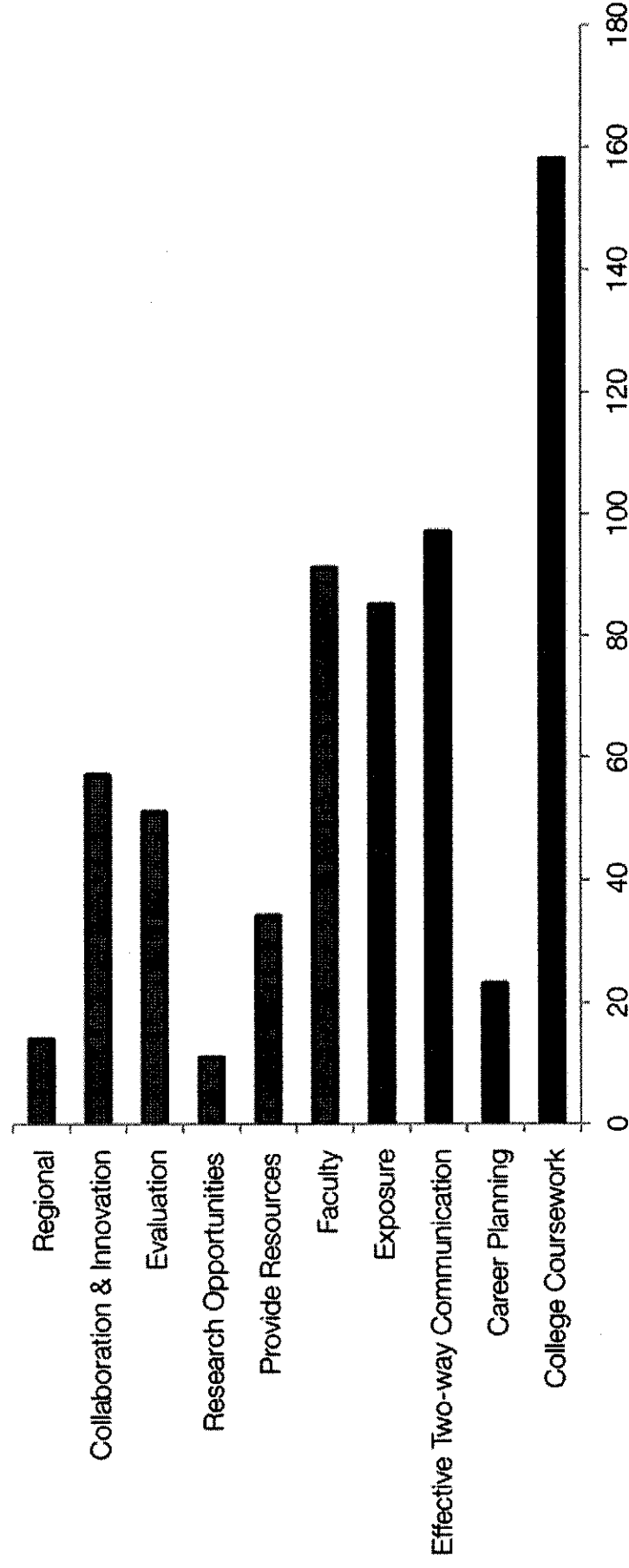
# Civic Commons Page Views

Ensuring	Enhancing	Expanding	Engaging	Securing	Developing	Total
1,424	685	565	539	418	819	4,450

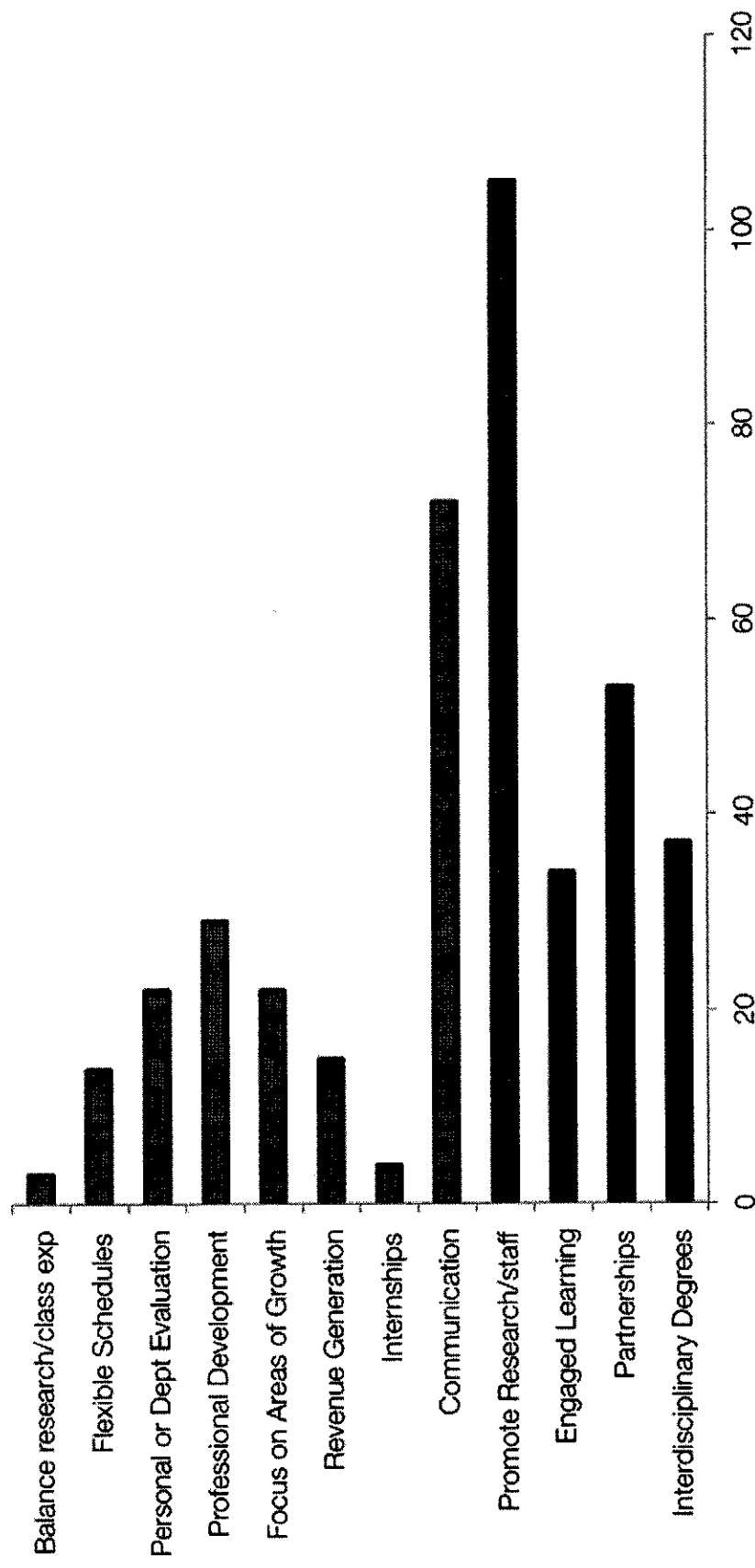
# Top Response Codes: Ensuring Student Success



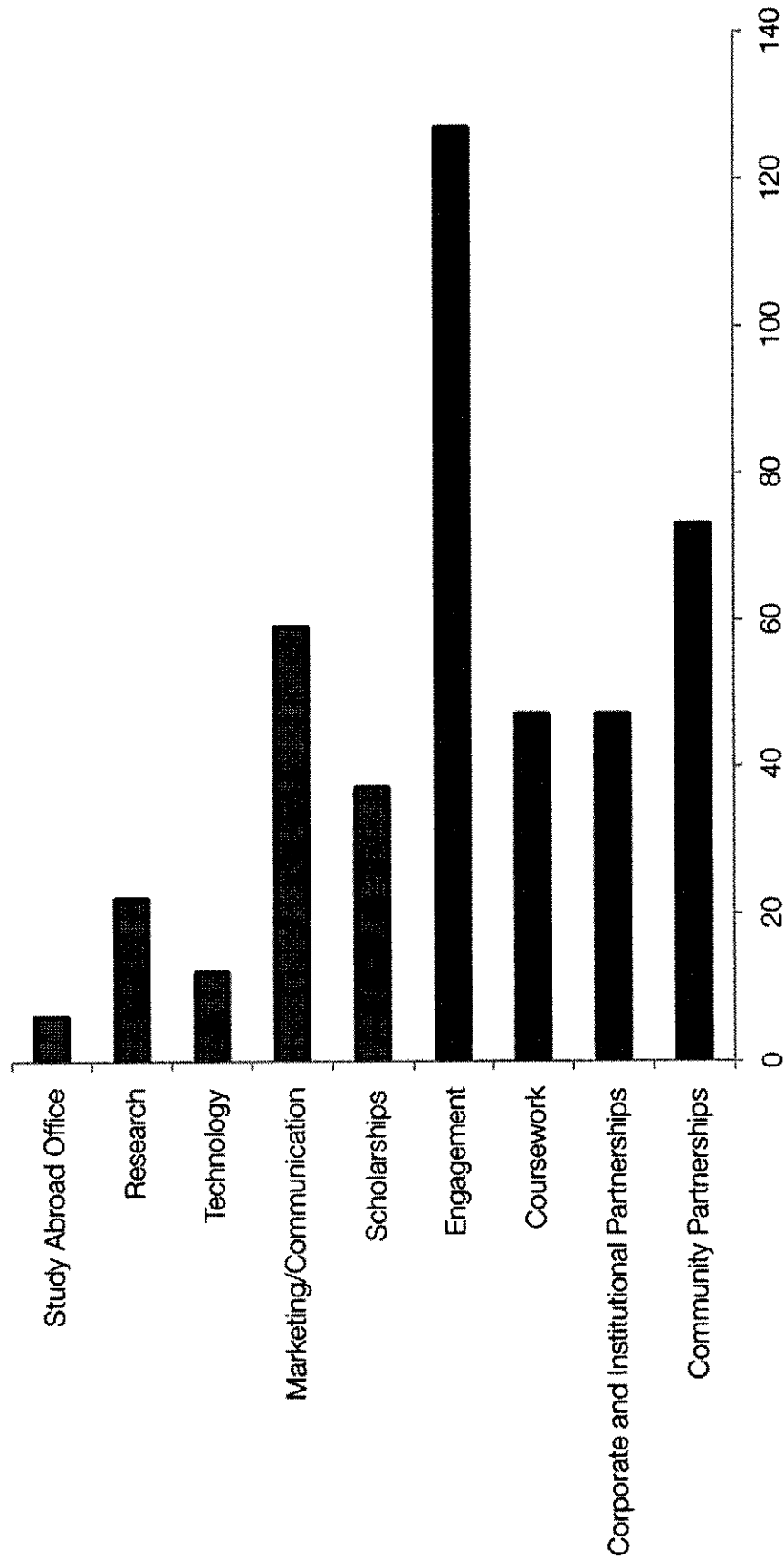
# Top Response Codes: Enhancing Academic Excellence and Innovation



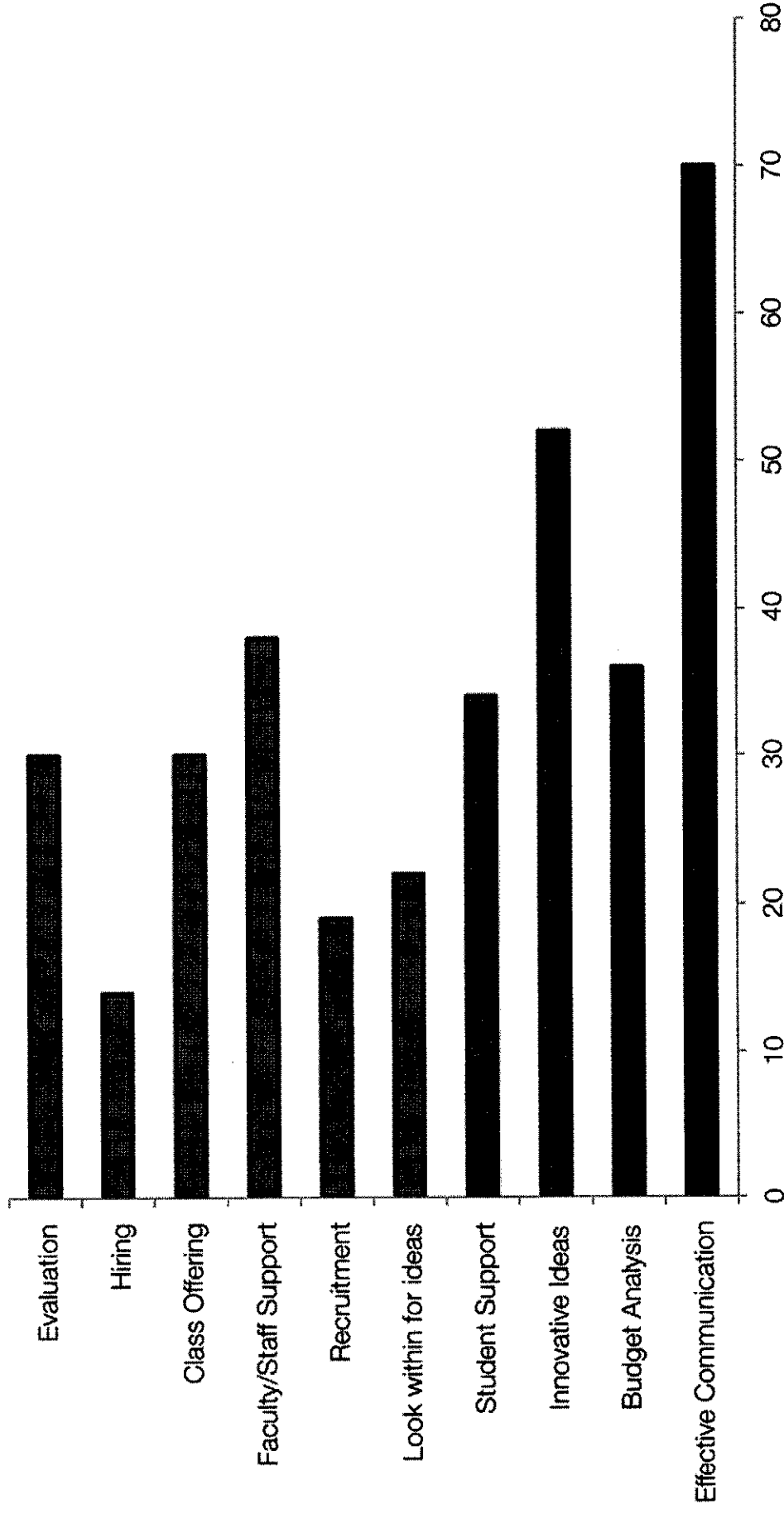
# Top Response Codes: Expanding Breakthrough Research and Innovation



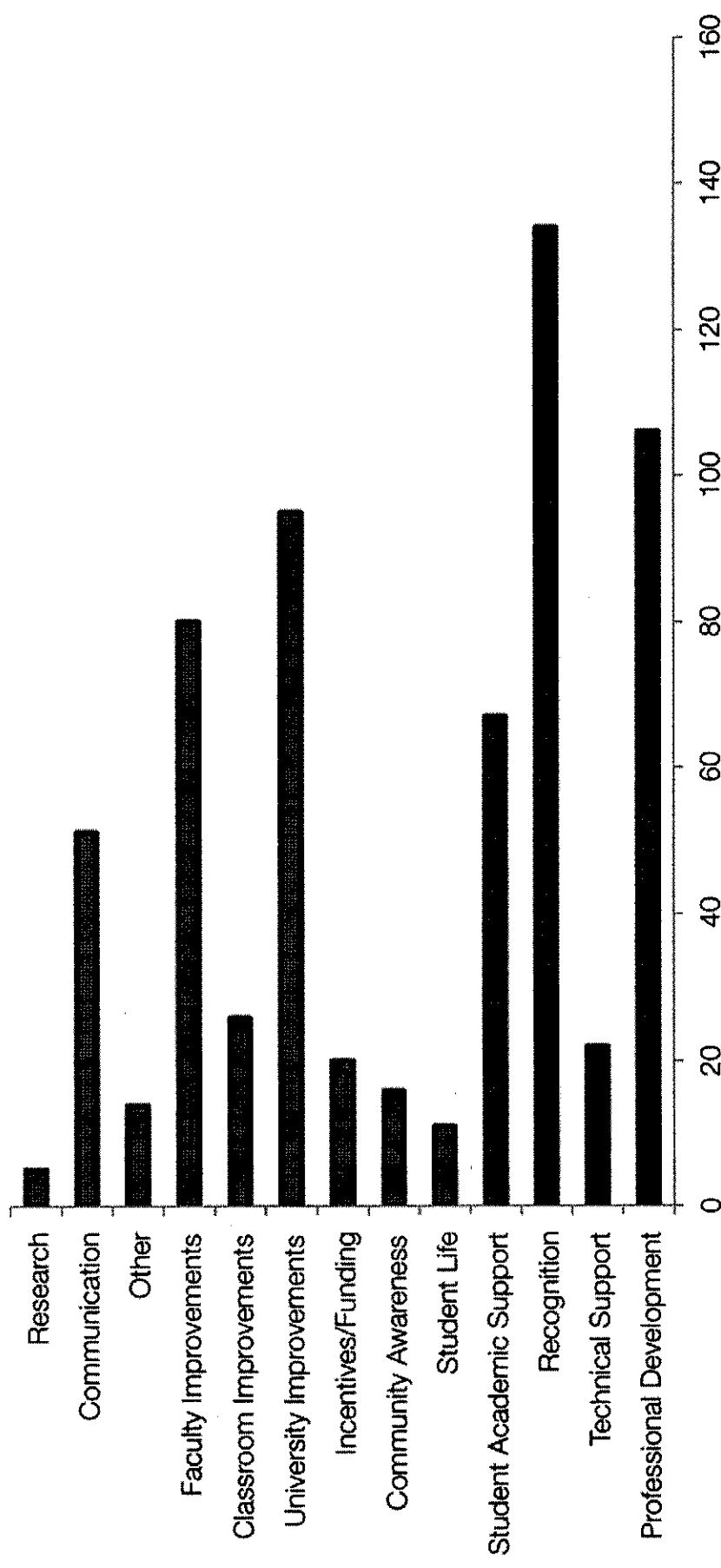
# Top Response Codes: Engaging with the World Beyond Our Campuses



# Top Response Codes: Securing Our Financial Future



# Top Response Codes: Developing and Recognizing Our People





# Emergent Codes



# Process – Next Steps

**1/31/13**  
Using consultation feedback and college/campus strategic plans, subcommittees completed initial recommendations. Including:

- Strategies
- Tactics
- Measurable Outcomes
- Continuous Improvement Processes



**2/25/13**  
Committee of the Whole will provide feedback to Subcommittees.



**3/11/13**  
Subcommittees will submit revised recommendations based on Committee-of-the-Whole feedback.

# Process – Next Steps

4/1/13 – 4/10/13  
Presentations about  
the plan to the  
Academic Affairs  
Community.



4/15/13  
Revision and  
Review of final  
Strategic Plan  
document.



4/30/13  
Sign-off on the final draft of  
the Academic Affairs  
Strategic Plan and  
presentation of the final  
document to Provost Diacon.

# Process – Next Steps

4/1/13 – 4/10/13  
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4/15/13  
Revision and  
Review of final  
Strategic Plan  
document.



4/30/13  
Sign-off on the final draft of  
the Academic Affairs  
Strategic Plan and  
presentation of the final  
document to Provost Diacon.

**University policy and procedures regarding distinguished academic ranks**

- (A) The university has established distinguished academic ranks to recognize university faculty members for outstanding achievement and excellence in teaching, scholarly or creative activity and/or service. Distinguished academic ranks are designed to recognize the university's best faculty members and to recruit outstanding faculty members from outside the university.
- (B) Distinguished academic ranks include, but are not limited to, distinguished professor or university professor and are separate and distinct from the academic ranks awarded pursuant to the university policy regarding faculty promotion.
- (C) Distinguished academic ranks grant further academic distinction to the holder beyond the rank of professor, may result in additional privileges and benefits, and may include but not be limited to tenure and/or the rank of professor, and may be for a specified term.
- (D) An individual may be recruited to the faculty by the university offering an appointment with a distinguished academic rank which may include special privileges and benefits, and may include but not be limited to tenure and/or the rank of professor, and may be for a specified term.
- (E) All terms and conditions of such an appointment will be stated in the letter of appointment.
- (F) Persons currently holding an administrative position at Kent State University, including unit administrator, may not simultaneously be appointed to a distinguished academic rank.
- (G) Nomination and selection procedure. When a member of the university community (e.g., individual faculty member, academic administrator, academic unit, campus, college, provost, president, member of the board of trustees) identifies an individual of exceptional qualifications whose achievements in teaching, scholarly or creative activity and/or service is outstanding, the nominating individual will notify the office of the provost.
  - (1) If the provost determines that the individual is a suitable candidate for a distinguished academic rank, the provost shall notify the academic unit and regional campus dean, if applicable, of the specific title of the position under consideration.
  - (2) The nominee shall submit a curriculum vitae and any other supporting documentation that the nominee would like to have considered.
  - (3) The tenure advisory committee of the academic unit and, if applicable, the tenure advisory committee of the regional campus shall serve as the review committee and review the record of the nominee. The review committee shall solicit input from the full faculty of the unit and, if applicable, the full faculty of the regional campus.
  - (4) The review committee shall vote on whether the individual nominated has sufficient qualifications to merit being appointed to a distinguished academic rank. This vote shall serve as a recommendation to the academic unit administrator and, where applicable, the regional campus dean concerning the qualifications of the individual nominated.
    - (i) Where an individual nominated for a distinguished rank from outside the university is being considered for an appointment with tenure, the procedural process described in the *University policy regarding faculty tenure* which governs appointments with tenure will apply.

- (ii) The academic unit administrator and regional campus dean, if applicable, shall prepare a formal letter of recommendation which describes the recommendation (or the non-recommendation) and the reasons therefore.
  - (iii) The letter of recommendation (or non-recommendation) along with the nominee's curriculum vitae and any other supporting materials will be forwarded to the provost.
- (5) For nominees to an academic unit which is included in a college, the dean and college advisory committee shall review the recommendation from the academic unit and regional campus, if applicable, along with the nominee's curriculum vitae and other supporting materials, if any, and make a recommendation on the appointment to the provost.
- (6) Upon receipt of the recommendation and, if applicable, the additional recommendation from the college, the provost will convene the provost's advisory council. The provost's advisory council shall consider the material forwarded by the academic unit and regional campus, if applicable, and the recommendation from the college, if any, and make a recommendation on the appointment to the provost.
- (7) The provost will consider the material submitted by the nominee and all previous recommendations and make a recommendation on the appointment to the president.
- (8) All such appointments require the approval of the president and the board of trustees.
- (H) The salary of a faculty member who holds a distinguished academic rank will be set annually by the president of the university.



## **Faculty Senate Executive Committee Minutes of the Meeting**

**January 23, 2013**

**Present:** Paul Farrell (Chair), Don White (Vice Chair), Vanessa Earp (Secretary), George Garrison (At-Large), David Dees (Appointed), Lee Fox-Cardamone (Appointed), Tess Kail (Office Secretary)

**Guests:** President Lester A. Lefton, Todd Diacon - Provost and Senior Vice President for Academic Affairs, and Melody Tankersley - Provost's Fellow and Lifespan Development & Educational Sciences

### **1. Call to Order**

Chair Farrell called the meeting to order at 3:36 p.m. in the Urban Conference Room, 2<sup>nd</sup> floor University Library.

### **2. Executive Committee Meeting Dates for Spring**

Both March meetings are scheduled during spring break. Ms. Kail will try to reschedule them to the 13th and 20th. She will contact the Provost's Office to see which date would work with the schedule.

### **3. Completing College Ohio**

The executive committee briefly discussed the issue of remedial math within the Complete College Ohio plan. How is Kent State, specifically the Kent Campus going to handle this issue? At the Salem and East Liverpool campuses the faculty are working with high school English and Math Teachers to help seniors succeed. This will need further discussion.

### **4. Agenda for February Faculty Senate Meeting**

There are a lot of items on the EPC agenda for the January 28th meeting. Some of these may need to be placed on the agenda for the February 10 Faculty Senate meeting. Chair Farrell will not be able to attend the January 28th EPC meeting; Vice Chair White will attend the meeting in his place. We will review these items at the next executive committee meeting to determine what should be included on the agenda.

The *Distinguished Ranks Policy* from the Faculty Senate Professional Standards Committee will be ready for discussion.

The issue of official representation for the College of Podiatric Medicine on Faculty Senate may be brought forward as a discussion item. The executive committee would like to see the written report from the Higher Learning Commission before making a final decision on adding this item to the agenda.

Provost Diacon will address Senate and ask Dean Wearden to provide an update on the Academic Affairs Strategic Plan.

5. Elections

The ballots for the Faculty Ethics Committee have been mailed. There are still certain colleges with no nominations, we need to recruit faculty to run for those open seats.

Nominations for faculty senate have started to be submitted. There are currently 13 open seats. At-Large (3), College of Arts and Sciences (3), College of Nursing (1), Salem Regional Campus (1), Stark Regional Campus (2), Trumbull Regional Campus (1), and the Non-Tenure Track unit (2).

6. Discussion with Provost Diacon

Chair Farrell requested a copy of the faculty listing that Associate Provost Averill mentioned at the executive committee meeting of December 17, 2012. The committee would like to review this list before proceeding with the discussion of changing the Faculty Senate Bylaws to allow representation for the College of Podiatric Medicine.

Provost Diacon stated that Kent State currently has programs that require more than 120 credit hours to graduate. He would like to have language added to the GPS system and University Catalog that would inform students of this. Currently there are 35 majors (out of 280) that require more than 121 credit hours. To be included in the system for the next academic year (2013-2014) the language would need to be in place by April.

President Lefton would like departments to address the issue of programs requiring more than 121 credit hours. He feels that soon the state is going to mandate this type of change. It may be necessary to reclassify certain programs or majors as 5-year degrees. He feels if the Kent Core was smaller and simpler, programs would have room to accommodate their specialized accreditation needs.

There were some follow-up questions from the meeting on December 17, 2012.

At the last meeting with the Provost the Executive Committee inquired about the reporting lines of the regional campus deans. Provost Diacon replied that they report to Associate Provost Wanda Thomas. The Executive Committee stated that it might be a good idea for Provost Diacon to meet occasionally with the regional deans without Associate Provost Thomas.



The Executive Committee asked if there was any thought given to the question asked about how faculty should go about letting the provost know if there are issues with dean. Provost Diacon replied that he had checked with Sue, but didn't remember what was said. He will check again.

7. Infosilem – Provost's Fellow Dr. Melody Tankersley

One of Dr. Tankersley's projects for this year has been investigating the issues surrounding the implementation of Infosilem. She is currently learning what types of data are put into the system and what exceptions there can be. She is also working with faculty members who do scheduling (program coordinators) to see what roadblocks they encounter. The program coordinators report that predictability of scheduling from semester to semester is difficult. The system starts from scratch each semester, which causes problems. The university needs to have some sort of basic schedule that can be adapted each semester instead of starting over. One particular issue that causes problems is that the program coordinators cannot tell the system when they want to offer specific courses.

Dr. Tankersley has also met with larger groups that have frequent issues with timetabling (ex: music and fine arts) due to unique needs (class time, practice time, studio time, etc.). Faculty are not able to block off times when they are unavailable to teach, which causes issues. She is currently looking for commonalities among the issues, for example having the notes being carried from semester to semester. If commonalities are found among the types of problems this may help to find a way to resolve the problems.

There seem to be fewer problems for students who are scheduling, although there is no baseline data prior to the implementation of Infosilem to compare. Students do not seem to have a lot of conflicts when scheduling their courses. Ninety-eight percent of faculty are being scheduled in their pavilions (buildings close to their home building). There are more Friday sections being offered and more diversity of when classes are offered.

In addition to meeting with faculty and program coordinators, she is also meeting with all chairs and trying to learn what is not working for them and how they can fix some of these problems. The goal is to figure out what is working and how to retain that, while addressing what is not working.

Senator Garrison asked what the range or boundaries of the pavilions are. Dr. Tankersley replied that buildings are normally put into a grouping of three; for example math, nursing, and liquid crystal would be considered a pavilion.

Chair Farrell stated that he had been told the introduction of 5 and 7 week classes also makes scheduling more difficult.

The executive committee would like Dr. Tankersley to address the senate at the March meeting.

Senator Dees inquired if Responsibility Center Management (RCM) is really working and if perhaps it monetized class times. Provost Diacon replied that RCM has fixed many problems, however that fluctuation in program enrollment can cause difficulties.

Vice Chair White state that some faculty were unhappy with Infosilem because they had spent money to update their buildings. However now they may not be teaching in those spaces. President Lefton responded that in the last 5 years departments did not pay for the renovations, the university had. Chair Farrell replied that departments had paid for the updated technology in their buildings and that now the faculty may not be teaching in the classrooms with the updated technology.

8. Update From President Lefton

President Lefton reported that he had reorganized his cabinet. In 1984 the university established a Vice President of Human Resources. When that position was vacated the President asked General Council Walker to take over. General Council Walker has been acting as Vice President of Human Resources and General Council for the last few years. This meant that the university had to use outside council for certain issues to eliminate the possibility of a conflict of interest. In preparation for an outside audit President Lefton has decided to separate the positions once more and start a search for a Vice President of Human Resources. On February 1, 2013 Alvin Evans will start as Interim Vice President of Human Resources. Another change is that government relations will now also report to General Council Walker.

President Lefton also reported that he is still lobbying for a change to the SSI second year budget model. He is trying to have the state to implement year 1 of the plan but not year 2. He stated that the increase in SSI for next year (July 2013) would be held in reserve instead of being given to colleges. This money can then be applied in the following year (July 2014) when the "big" cut will come. Vice President Floyd recommended this approach.

9. Adjournment

Chair Farrell adjourned the meeting at 5:40 p.m.

Respectfully submitted by Vanessa J. Earp,  
Secretary of Faculty Senate



## **Faculty Senate Executive Committee Minutes of the Meeting**

**January 30, 2013**

**Present:** Paul Farrell (Chair), Don White (Vice Chair), Vanessa Earp (Secretary),  
George Garrison (At-Large), David Dees (Appointed),  
Lee Fox-Cardamone (Appointed), Tess Kail (Office Secretary)

### **1. Call to Order**

Chair Farrell called the meeting to order at 3:30 p.m. in the Faculty Senate Conference Room, 227 Schwartz Center.

### **2. Meeting Minutes**

The minutes from the Faculty Senate Executive Committee meeting of November 14, 2012 were approved as amended (Garrison/White).

The minutes from the Faculty Senate Executive Committee meeting of November 26, 2012 were approved as amended (Garrison/Fox).

The minutes from the Faculty Senate Executive Committee meeting of December 17, 2012 were approved as amended (Fox/Garrison).

The minutes from the Faculty Senate General Meeting of December 10, 2012 were approved as amended (Fox/Dees).

### **3. EPC Items**

The executive committee discussed a number of items that were on the January 28, 2013 EPC agenda.

The executive committee approved the following items:

- Inactivation of Justice Studies major within the Master of Arts degree.
- Inactivation of five non-performing institutes and centers: Water Resources Institute, Kent Nanostructured Materials Center, Institute for Computational Mathematics, Center for Psychoanalysis and Literature, and Center for Research and Workplace Literacy.

The following items will be placed on the agenda for the February 11, 2013 Faculty Senate General meeting (Dees/Fox).

- Removal of requirement within the Kent Core Additional category that courses must be from two categories.
- Establishment of Dance Studies [DNST] major within the Bachelor of Arts [BA] degree.
- Establishment of Fashion [FASH] major in the Master of Fashion [MFASH] degree.
- Establishment of Psychology [PSYC] major within the Bachelor of Science [BS] degree.
- Revision of degree designation for the Educational Studies [EDST] major. Degree changes from Bachelor of Science in Education [BSE] to Bachelor of Science [BS].
- Establishment of fully online delivery, in addition to on-ground delivery, for the Nursing [NURS] major within the Doctor of Philosophy [PHD] degree.

While EPC items that have to do with minors are not generally brought before Senate, the executive committee does feel that the following should be placed on the agenda due to the number of new courses that will need to be created and one minor requiring an experiential learning component.

- Establishment of Aircraft Dispatch [ACD] minor.
- Establishment of Bioengineering [BENG] minor.
- Establishment of Liquid Crystal and Display Engineering [LCDE] minor.
- Establishment of Sustainability [SUST] minor.
- Establishment of Unmanned Aircraft Systems [UAS] minor.
- Establishment of Help Desk Support [HDKS] minor.
- Establishment of CAD for Manufacturing [C148] post-secondary certificate.

#### 4. Spring Forum

The topic of the Faculty Senate Spring Forum will be Responsibility Center Management (RCM). There was a lengthy discussion of whom we should invite to speak and what format the program should take. It was decided that we should invite faculty from other institutions where RCM is being done well. We can write up questions and send them to the participants ahead of time. Possible institutions to contact are Indiana University Bloomington and the University of New Hampshire.

The event will be held on either Friday April 5 or Friday April 12 depending on the availability of the speakers. Ms. Kail will inquire about the availability of the ballroom in Moulton Hall.

#### 5. Faculty Senate Elections

The executive committee reviewed the nominations Ms. Kail had received. No nominations have been received from the College of Nursing. Additional nominations are needed for the College of Arts and Sciences.

6. Agenda for the February 11, 2013 Faculty Senate Meeting

The following items will be placed on the agenda: Provost Remarks, Distinguished Rank Policy from the Faculty Senate Professional Standards Committee, and the 13 items from EPC.

The executive committee decided not to place the issue of faculty senate representation for the College of Podiatric Medicine on the February agenda. This item will be held until the March meeting in the hope that the Higher Learning Commission's written report will be available for review. Associate Provost Averill will need to be present at the March meeting to address questions the faculty may have about the status of employees at the College of Podiatric Medicine.

7. Adjournment

Chair Farrell adjourned the meeting at 6:06 p.m.

Respectfully submitted by Vanessa J. Earp,  
Secretary of Faculty Senate