



FACULTY SENATE

TO: Members of the Faculty Senate and Guests **DATE:** December 3, 2013

FROM: Paul Farrell, Chair of the Faculty Senate

SUBJECT: Agenda and Materials for the December 9, 2013 Faculty Senate Meeting

Attached you will find the agenda and the materials for the December 9th 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 November 4, 2013 Faculty Senate Meeting Minutes
4. Provost's Remarks
5. Chair's Remarks
6. EPC Items from the Educational Policies Council Meeting of November 18, 2013:
 - a. (Action Item): College of Arts & Sciences, Department of Psychology - Revision of department name, from Psychology to Psychological Sciences. Effective 1 July 2014.
 - b. (Action Item): College of Communication & Information, School of Visual Communication Design - Establishment of Information Design minor to be offered fully online in addition to on ground at the Kent Campus. Minimum total credit hours to program completion are 18. Effective Fall 2014.
 - c. (Information Item): College of Communication & Information, School of Visual Communication Design - Inactivation of Visual Communication Design major within the Bachelor of Science degree and the combined degree with the Master of Arts degree (the MA degree will continue to be offered). Visual Communication Design is and will be continued to be offered as Bachelor of Arts and Bachelor of Fine Arts degrees. Last graduate of the BS degree was one student in summer 2011; last enrollment was one student in spring 2012. Effective Fall 2014.
7. New Business (Discussion Items):
 - a. Change in University Policy Regarding Student Housing
 - b. Encouraging and Recognizing Faculty Participation in Shared Governance
8. Announcements / Statements for the Record
9. Faculty Senate Meeting Adjournment



FACULTY SENATE
Minutes of the Meeting
November 4, 2013

Senators present: Ann Abraham, Patti Baller, David Dees, Vanessa Earp, Paul Farrell, Rick Feinberg, Mary Ferranto, Steve Fountain, Lee Fox-Cardamone, George Garrison, Mack Hassler, Min He, Jay Jahangiri, Thomas Janson, Robert Kairis, Mary Kellerman, Deborah Knapp, Tracy Laux, Stephen Minnick, Oana Mocioalca, David Riccio, Daniel Roland, Mary Beth Rollick, Edith Scarletto, Vilma Seeberg, Deborah Smith, Fred Smith, Terrence Uber, Roberto Uribe-Rendon, Donald White, Linda Williams, Kim Winebrenner

Senators not present: Brian Baer, Madhav Bhatta, Kimberly Garchar, Willie Harrell, Albert Ingram, Richard Mangrum, Jayne Moneysmith, Susan Roxburgh, Beatrice Turkoski, Robin Vande Zande, Will Ward, Christopher Was, Susan Weaver

Ex-Officio Members present: President Lester Lefton; Provost & Senior V.P. for Academic Affairs Todd Diacon; Vice President Iris Harvey; Executive Director Deborah Huntsman; Deans: James Blank, James Bracken, John Crawford, Deborah Spake, Douglas Steidl, Wanda Thomas; Director Robert Walker

Ex-Officio Members not present: Vice Presidents: Grant McGimpsey, Alfreda Brown, Gene Finn, Gregg Floyd, Greg Jarvie, Ed Mahon, Willis Walker; Deans: Sonia Alemagno, Daniel Mahony, Donald Palmer, Eboni Pringle, Robert Sines, Mary Ann Stephens, Susan Stocker, Stanley Wearden

Observers present: Michael Allen (GSS), Michelle Crisler (USS), Larry Osher (Podiatric Medicine), Myra West (Emeritus Professor),

Guests present: Edward Collins, Ray Craig, Janis Crowther, Mary Ann Haley, LuEtt Hanson, Tess Kail, Michael Kavulic, Karen Keenan, Ralph Lorenz, Eric Mansfield, Rebecca Murphy, Katie Smith, Kathy Spicer, 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 October 7, 2013

Chair Farrell called for corrections to the meeting minutes. Senator Fountain moved to approve the meeting minutes; Senator Hassler seconded. The minutes of the October 7, 2013 meeting were approved as amended.

4. President's Remarks

President Lefton reported that the enrollment for the university was very good, especially on the Kent Campus. The freshmen class is 4,320 students, which is the largest to date. Student retention is also still rising; it is in the upper 70% range. The biggest challenge for the university over the next decade will not be to increase the size of the freshman class, but to increase retention and graduation rates. Research shows that retention of students is correlated to what happens in their first 10 weeks on campus; however, President Lefton feels that it is really the experiences students have in their first 6 weeks on campus that have the greatest impact on retention.

The President thanks Faculty Senate for voting to approve official representation for the College of Podiatric Medicine. He also reported that the university has seen very good results from the Math Emporium. Each year the students' scores have improved, but this year has seen more improvement than in the past. There are more B's and fewer D's and F's.

Governor Kasich has asked Gordon Gee to head a commission to study making higher education more affordable in Ohio. President Lefton reported that the universities were not asked if they would like the commission; however, they are looking forward to seeing the results of the commission's work.

President Lefton also discussed technology on campus. He stated the technology should not be confused with specific devices. He defined technology as "the making, modification, usage, knowledge of tools, machines, techniques, crafts, systems, and methods of organization that are done in order to solve some kind of problem or improve a pre-existing condition". It is getting something done and using some kind of technique or device that is new to make it happen. If we only think of technology as a device, then we are being short sighted because the technology of the future will be much more sophisticated than it is today. The university needs to be able to embrace technology and adapt to the future. The President wanted to mention that because so many curricular changes come through Senate, we should always be thinking about the changing technology and how it can be used to advance the university.

Questions:

Senator Deborah Smith asked why the Distinguished Academic Ranks Policy was not in the policy register since Faculty Senate had approved it and the Board of Trustees had passed it. Provost Diacon replied that he would find out why it has not been included in the policy register.

Senator Deborah Smith asked why, if enrollment and retention numbers are high, some of the colleges and regional campuses are in the red and why they are being told that there can be no hiring at this time. President Lefton replied that while enrollment and retention numbers are up, the university is not flush with cash. Tuition was only raised 1.5% and that lags behind the across the board raises for faculty. He did state that most of the deans have cash balances, even the regional campus deans. The cash balances the deans have are to be seen like savings accounts so they have money set aside if something were to happen. The hiring of new positions is a decision that is up to each dean. Senator Smith stated that there have been many more retirements than new hires and the number of tenured and tenure-track faculty is shrinking. President Lefton responded that there are only 7 fewer tenure-track faculty than last year and that there have been 49 new non-tenure track faculty hired this year. Senator Smith inquired how that number compared to 5 years ago. The president rejoined that overall the size of the faculty has stayed about the same. This year there were 49 new tenure-track faculty members hired, which is 7 less than last year. However, there were 49 new non-tenure track faculty members hired.

Senator Garrison commented that he did not believe that the minimum salary increase the faculty have received, which did not match the cost of living increase for the previous year, can totally account for the monetary constraints of departments. The increase in the number of administrators plus the salary increases they have received have weighed significantly on this issue. Senator Garrison went on to encourage the administration to provide the latitude and freedom to faculty that is needed in order to produce new technology that could potentially have a great impact on the future.

Senator Uribe-Rendon stated that the new building for the College of Applied Engineering, Sustainability, and Technology will not have enough facilities to conduct research activities, due to the lack of laboratory space. He asked President Lefton if it would be possible to add more laboratory spaces to the new building. President Lefton stated that he could not take a budget request in the middle of a Faculty Senate meeting, however Senator Uribe-Rendon stated he just wanted to make sure the President was aware of the situation. The President responded that many of the building projects were being revised due to budgetary issues, for example the architects have just reduced the size of the architecture building by 25,000 square feet and the art programs are discussing changes they are going to have to make. The President wanted to assure Faculty Senate they are doing the best they can with the amount of money allocated for all of the building and expansion projects.

Senator Abraham stated that there was some concern on her regional campus about the faculty being limited, by the Kent Campus, on the number of online/distance education courses they could teach. She asked if this limitation was being put in place by the administration. Provost Diacon replied that he knew there was draft language in one department's handbook on this issue but that was all he knew at this point.

Senator White asked about the renovations to the science area. The Math and Computer Science library was cleared out to make room for faculty displaced by the renovations, yet nothing has happened. President Lefton replied that this is the last building to be designed. The order of priorities is the new buildings, then the renovations of Williams, Cunningham, and, if funds are left over, Smith.

5. Chair's Remarks [Attachment A]

Chair Farrell read his remarks.

6. Presentation: Higher Learning Commission Update (Fashaad Crawford, PhD, Assistant Provost for Academic Affairs) [Attachment B]

Assistant Provost Crawford presented information on the Higher Learning Commission (HLC), which is the regional accreditation agency for the university. The HLC will be visiting campus in April for our accreditation visit. Currently the university participates in the Academic Quality Improvement Project (AQIP) as our accreditation model. There are certain projects that the university must complete before the site visit in April. The first is to submit a systems portfolio, which was done earlier today. This is a 124-page self-study of the university. The next step is that the external reviewers will gain access to that self-study and our data management system (WEAVE), which will also contain our student learning outcomes. He encouraged departments to add their student learning outcomes to the WEAVE system soon because the university will be assessed on those. The university must also complete the Federal Compliance Worksheets (such as for Title 4 and Title 9), these worksheets will be completed by a cross-institutional team. The final phase will be the site visit scheduled for early April; they plan on visiting the Kent, East Liverpool, and Stark campuses. After the site visit, the external review team will compile a Systems Appraisal Report to which the university will have approximately two months to respond. The university should receive notification of the outcome around November 2014.

Currently they are compiling the faculty qualifications table. This indicates that the university is in compliance as it relates to the faculty having appropriate credentials. Dr. Crawford also asked that all departments send his office copies of any professional or program accreditation visits or reports that have taken place since the last HLC accreditation.

This will be our third cycle using AQIP. Once this accreditation cycle is completed, the university will investigate whether they want to use another accreditation model. Dr. Crawford reported that many universities of our size and scope are pursuing the Open Pathway model.

Senator Garrison asked what areas are generally looked at under the Federal Compliance Worksheet. Dr. Crawford replied that items such as financial aid are looked at as well as whether we are really offering as many credit hours as we advertise.

7. Announcements / Statements for the Record

Motion on RCM - Senator Dees proposed the following motion:

FaSBAC, the university body charged with overseeing budgetary concerns, will conduct a comprehensive review of RCM as currently implemented and report to Faculty Senate by the end of this academic year. In particular, the review and report should include:

- an analysis of the impact this model has had, both positive and negative, on student learning, retention, and graduation as well as on the overall quality of the curriculum;
- an analysis of the impact of RCM on academic units and their ability to attract students and to successfully conduct their programs;
- a determination of how the current implementation of RCM conflicts with and/or supports the primary mission of the University as a state university and our current strategic plan;
- identification of the successes and failures of this model so that we can make an informed decision on how to improve and/or adapt this model to meet our needs at Kent State.

Senator Deborah Smith seconded the proposed motion. Chair Farrell asked if anyone would like to speak in favor of this motion.

Senator Deborah Smith stated she was very much in favor of this motion. She wanted to state for the record "there is something truly wrong when Senate has to have a motion to require a Senate subcommittee to fulfill its charge."

Senator Dees stated that this issue was being presented because it was an item that was brought up at the Faculty Senate Fall Retreat and that faculty felt was very important.

The motion passed unanimously.

Appointment of Additional NTT Faculty Senators - Chair Farrell reported that there should have been two extra NTT faculty members appointed to Faculty Senate in the last election. Since that was not done, he proposed the following motion from the Faculty Senate Executive Committee:

To ensure the correct number of NTT faculty representation, the Executive Committee of Faculty Senate will appoint the first alternate of the 2013 election for a three-year term starting in 2013 and the second alternate of the 2013 election for a two-year term starting in 2013.

Senator Williams requested that the terms be changed to a one-year term and a two-year term. Senator Janson asked whom the alternates were and if they had agreed to serve. Chair Farrell replied the alternates were Linda Piccirillo-Smith and John Stoker.

Senator Fred Smith proposed a friendly amendment that would change the terms to a one-year and a two-year term. Senator Williams seconded the motion. The friendly amendment passed unanimously.

Chair Farrell called for a vote on the revised motion. The revised motion passed unanimously.

8. Adjournment

Chair Farrell adjourned the meeting at 4:40 p.m.

Respectfully Submitted,
Vanessa J. Earp, Secretary Faculty Senate

attachment(s)

Faculty Senate Meeting of November 4, 2013

Chair's remarks

Welcome to the November meeting of Faculty Senate.

I would like to extend our sympathies to the family and friends of Thomas V. Melillo, D.P.M., who served as chief executive officer of Kent State University's College of Podiatric Medicine, and who died Oct. 22 after a battle with cancer. Dr. Melillo was President and CEO of the Ohio College of Podiatric Medicine and played a key role in it becoming a part of Kent State University. Dr. Bryan Caldwell will serve as interim dean of the college.

Since our last meeting, we held the annual Faculty Senate Retreat. The stated topic was "Transparency & Shared Responsibility: Setting an Agenda for Kent State University." The intention was to be more proactive setting Faculty Senate's "strategic plan/agenda." I wish to thank all of you who attended and made this, as was indicated afterwards, one of the most thoughtful, inclusive and productive retreats of the recent past. I particularly wish to thank David Dees, Lee Fox, and George Garrison, the appointed and at-large members of the Executive who, as is traditional, organized the retreat in association with our office secretary Tess Kail. We were also joined by 3 past Chairs of Faculty Senate, who have since retired, Karen Budd, Tom Dowd and Cheryl Casper. At the retreat we summarized some of the most important actions of Faculty Senate over the past years. We then went on to consider what topics or actions Senators wished to see addressed by Senate in the future and to rank those considered most important, urgent or in need of addressing.

Past accomplishments noted included:

1. Senate Asserting the Principle of Shared Governance and Faculty Rights, and providing a strong voice regarding faculty involvement
2. Incorporating NTTs onto Senate
3. Integrating the College of Podiatric Medicine
4. RTP Revisions and creating policy on Distinguished Faculty Ranks
5. Preserve LERs, adding Diversity in Curriculum
6. Positive Relationship with new Provost
7. Advocacy of Transparency in Presidential Search

In terms of the future and beyond issues listed that were ranked most highly included:

1. Addressing :
 - a. Faculty morale - and how it affects committee work
 - b. Incentive structure for shared governance
 - c. Faculty participation in shared governance
2. Ensuring FaSBAC fulfills its mission and give full and effective budget advice
3. Promote Kent Campus and Regional Campuses collaboration
4. Stem tide of increase in NTT and decrease in TT faculty
5. Address Work-Family Quality of Life Issues
6. Faculty involvement in Distance Learning in future and Control by faculty of their courses
7. Some better administrative/managerial training (for chairs, deans etc.)
8. Faculty evaluation of administration

We will distribute the full list in the next week and also welcome more input on these and other possible initiatives for the year or years ahead.

I'd like to say a few more words on one of these issues, faculty morale and willingness to serve in shared governance. This has arisen in many of the interactions with faculty particularly those who chair or actively participate on university and college level committees. It has become increasingly clear that the reward structure for faculty, whether in terms of tenure, promotion, merit, or even release time does not recognize the importance, to the effective functioning of the university, of those who serve in this important manner.

As it becomes more clear that not only do faculty not receive tangible recognition for this service, but that they are effectively penalized in the sense that no reasonable recognition is given to the large amount of time which is spent in such endeavors, faculty are, not surprisingly, less willing to serve in this capacity. This is increasingly noticeable in the numbers of faculty volunteering to serve, and of course is further exacerbated by the decrease in the number of tenure track faculty in the university.

Another problem, which we increasingly see is in the case of colleges or departments which require service for tenure or promotion. This can lead to applications from faculty who then do not turn up or turn up and do not participate, but simply add it as an item on their vitas. When choosing members for committees, there is always a tension between choosing faculty who have experience and expertise, choosing a range of faculty in seniority, discipline, gender and race, and choosing faculty who want an opportunity to participate either because of their desire to serve the University

community or to add service to their vita. Faculty Senate does have an attendance policy, in that Senators who not attend 3 consecutive meetings without approval are subject to removal. We may need to consider a process for replacing members of committees who do not attend regularly, similar to that for Faculty Senate. Of course this will require that committees are scheduled at times when faculty can attend, and incorporating this information in any scheduling of these faculty.

As is the normal practice, the petitions for the Senate elections of Spring 2014 will be sent out by email in the next month. We will also notify those Senators, whose terms are expiring to remind them to complete a petition, if they wish to stand for re-election for the 2014-2017 term.

The recent change to the Faculty Senate bylaws following the creation of the College of Podiatric Medicine, prompted a detailed consideration of the census and the consequences for Faculty Senate representation from different constituencies. As I remarked at the last Senate meeting, there has been a noticeable decline in the number of tenure-track faculty and an increase in the number of NTT faculty.

We had been aware that the former would lead to the loss of some seats in the next round of elections. This will result in a decrease in the number of representatives for the

- College of Arts & Sciences from 7 to 6, which means electing 1 rather than 2 in 2014
- At-Large from 10 to 9, which means a loss of 1 of 4 seats in 2014

The Geauga Campus and AEST both have precisely 10 regular faculty, so retain their one seat each elected by the regular faculty.

The increase in NTT faculty was, in fact, more significant and should have led to the addition of 2 additional seats to the NTT constituency at the 2013 elections based of the 2013 census, and would lead to a further seat being added in the 2014 election based on this year's census, thus bringing the number of NTT representatives from 7 to 10 effective with the Spring 2014 election.

To correct the defect in the 2013 election, I would suggest that Senate authorize the addition of the first and second alternate from the NTT constituency election of Spring 2013 as members to the Faculty Senate roster effective with the December or February meeting.

To preserve the practice of distributing the election of representatives as equally as possible over a 3 year period, it will be necessary to elect 3 rather than 2 in 2014, 4 rather than 3 in 2015 and 3 rather than 2 in 2016. To achieve this the term of the first alternate, who is Linda Piccirillo-Smith (English, Kent), would be for two years, and of the second, who is John Stoker (English, Ashtabula), would be for one year.

One other issue which came to light, was that the Regional College was given a seat in error. The Bylaws say:

Faculty and administrators with faculty rank whose responsibilities are exclusively or primarily associated with a regional campus shall be counted in the census of that campus and not of the university- wide college or school in which they also hold rank.

Thus, only Regional College faculty at the Kent campus would constitute the electorate for the Regional College, and there are none.

If it were correct to elect a representative from the Regional College, then the faculty in the Regional College would not be counted in the electorate for the campus, which would mean Geauga and East Liverpool would have less than 10 regular faculty. Hence their representatives would be elected by all full-time faculty, and the NTT there would no longer be eligible to stand or vote in the NTT constituency, which would reduce the number of NTT senators from 10 back to 9 again!!

Our agenda today includes:

Presentation: Higher Learning Commission Accreditation Update by Dr. Fashaad Crawford, Assistant Provost for Academic Affairs

University Research Council (URC) Report by Francoise Massardier-Kenney, Chair of the University Research Council

Preparing for HLC Reaffirmation

1. Systems Portfolio (Self Study)

- a. Due on November 1, 2013 (**submitted**)
- b. Cross-institutional committee (April, 2012).
- c. November 4, 2013, HLC gains access to WEAVE.

Contact: Kathy Spicer, Outreach Manager
Room 362, Library 330-672-8745
Email: kspicer@kent.edu

2. Federal Compliance Documents

- a. Has to be submitted 6-8 weeks prior to visit
- b. Cross-institutional team will complete document (Financial Aid, VP Finance, Legal, Bursar, Registrar, Ombuds, Curriculum Director, Associate Provost).

3. Quality Check-Up (HLC Visit)

- a. Conduct preparation sessions leading up to visit
- b. Public announcement in local newspapers
- c. April 2-4, 2014 (Kent, E. Liverpool, Stark)

4. Systems Appraisal Report & Strategy Forum

- a. Receive feedback from HLC (Portfolio)
- b. Provide institutional response
- c. Decision must be made to remain in AQIP or pursue another pathway

5. Reaffirmation of Accreditation

- a. Notice will be received around November 2014
- b. Reaffirmation Letter sent by January 2015!

Other Areas of Potential Focus

- Complete faculty qualifications table. Tables should include information for all instructors of record, teaching Fall 2013, Spring 2014 and Summer 2014. Email copies of tables to fcrawfo1@kent.edu by November 15, 2013.
- Course learning outcomes displayed in public area (Weave).
- Course learning outcomes submitted to the Office of Curriculum Services (most have completed this. If unsure, please check with Therese Tillett, ttillet1@kent.edu, 330-672-8558).
- Send copies of any professional/program accreditation updates to Office of Accreditation, Assessment and Learning (Scan email copies to fcrawfo1@kent.edu).
- Student Complaint Log – Be sure you have a complaint log detailing the process and disposition of all formal student complaints.
- Discuss any approaches or examples of using course/program learning assessment/program review data to improve curriculum, teaching or learning.

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **20-Aug-13** Curriculum Bulletin _____
 Effective Date **Fall 2014** Approved by EPC _____

Department **Psychology**
 College **AS - Arts and Sciences**
 Proposal **Revise Academic Unit**
 Proposal Name **Rename Psychology Department**

Description of proposal:

We would like to rename our department, changing the name from "Department of Psychology" to "Department of Psychological Sciences". The intent is to update the department label to better reflect current practice of referring to psychology as a science field.

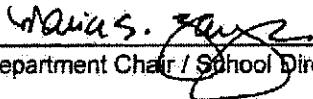
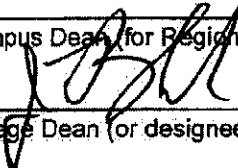
Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

None expected, there are no other departments currently using this label.

Units consulted (other departments, programs or campuses affected by this proposal):

None.

REQUIRED ENDORSEMENTS

 _____ Department Chair / School Director	_____ <u>8 / 20 / 13</u>
 _____ Campus Dean (for Regional Campuses proposals)	_____ <u>8 / 22 / 13</u>
_____ College Dean (or designee)	_____ _____
_____ Dean of Graduate Studies (for graduate proposals)	_____ _____
_____ Provost and Senior Vice President for Academic Affairs (or designee)	_____ _____

Proposal Summary to Establish or Revise an Academic Administrative Structure

Proposal: Rename Psychology Department to "Department of Psychological Sciences"

The following is from 3343-2-03 *University Policy Regarding the Establishment or Revision of Academic Administrative Structures*.

1. The quality of the faculty, students and programs.

The proposed change will not affect the quality of programs offered or the quality of current faculty. It might improve the quality of graduate students who apply to the program as the new department name is more contemporary and therefore may project a more "up to date" image for the department.

2. Centrality and coherence to the mission and strategic directions of the university and other academic units.

The change is consistent with recent efforts to upgrade and better promote the sciences at Kent State University.

3. Comparative advantage versus other structures.

The department name change is an advantage over the current label in that it reflects current labels used in the field and more accurately communicates the nature of the discipline. This action was motivated in part by a recent external review in which it was suggested that the department look at how it is "branded" and presents itself.

4. What makes the unit particularly appropriate for Kent State University.

Unit already exists and has large graduate and undergraduate programs. Many of our courses (e.g., General Psychology, Quantitative Methods) are required by other departments.

5. Demand for the unit and for the graduates of the unit.

We are one of the largest programs in Arts and Sciences with over 900 undergraduate majors on the Kent campus. Our graduate program is also large (over 80 students) and the employment rate for graduates is almost 100%.

6. Duplication and interrelatedness of the unit's program(s) within the university, state, and region

There is no duplication of our program within the university. Psychology departments are found at all universities in Ohio. The focus of our graduate program is distinct in that not all graduate psychology departments in Ohio provide training in Health, Clinical Neuropsychology, or Child Clinical/Developmental.

Proposal Summary to Establish or Revise an Academic Administrative Structure

7. Efficiency and effectiveness of the unit in leveraging existing resources and expanding new resources.

We have been able to leverage existing resources, both tuition dollars and external funding, to maintain our programs.

8. Administrative reporting structure.

This request does not involve changes to the administrative structure. The department includes a Chair, and other administrators reporting to the Chair include the Associate Chair, Graduate Coordinator, Undergraduate Coordinator, and Resource and Development Coordinator.

9. Space and capital budget needs.

There are no space or capital budget needs associated with the request to change the department name.

10. A proposed operating budget with any one-time resource needs.

The proposed name change does not affect our operating budget, which next year is projected to be approximately \$11 million.

11. Evaluation procedures including academic assessment procedures.

As this is a one time, permanent change, there are no plans to assess impact.

12. A timetable for proposal implementation.

We would like to implement the change in July 2014.

Department of Psychological Sciences

Purdue University

Case Western Reserve

University of Missouri

Vanderbilt University (Includes Psychology Dept. and Human Dev)

Ball State University

Loyola University

University of San Diego

Belmont University

Albion College

Winston-Salem State University

University of Arkansas

Kansas State University

Northern Kentucky

University of Central Missouri

University of Houston

Benedictine College

PSYC 5

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **29-Aug-13** Curriculum Bulletin _____Effective Date **Fall 2014** Approved by EPC _____

Department **Visual Communication Design**
 College **CI - Communication and Information**
 Degree **Minor (non degree)**
 Program Name **Information Design** Program Banner Code **INFD**
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Establish program**

Description of proposal:

Establishing a minor in Information Design in the School of Visual Communication Design.Does proposed revision change program's total credit hours? ☐ Yes ☒ No

Current total credit hours: _____ Proposed total credit hours _____

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

Because each of the courses listed in this proposed minor are offered each fall and spring, it is expected that the likely increase in enrollment would require the School to increase the enrollment caps for the existing courses and add sections when necessary. Appropriate instructors are available in the School and in the Northeast Ohio community.

The primary audiences are majors in COMM, JMC, and Digital Sciences. The widespread used of information graphics – in business, communication, websites, newspapers, magazines, scientific documents, government and politics – provide ample opportunity for students in a variety of majors to employ the use of information graphics in their respective disciplines

Units consulted (other departments, programs or campuses affected by this proposal):

Communication Studies, Journalism and Mass Communication, and Digital Sciences

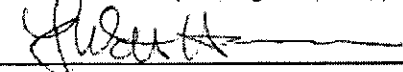
REQUIRED ENDORSEMENTS



Department Chair / School Director

8 / 30 / 13

Campus Dean (for Regional Campuses proposals)



College Dean (or designee)

1 / 19 / 24 / 13

Dean of Graduate Studies (for graduate proposals)

1 / 1

Provost and Senior Vice President for Academic Affairs (or designee)

1 / 1

Proposal Summary

Title: Establishing a minor in Information Design

Subject Specification: It is the intention of this proposal to establish an Information Design Minor to be offered by the School of Visual Communication Design (VCD).

Background of Action: The School of Visual Communication Design is uniquely positioned to offer a minor that will provide instruction in the design, technology and theory of information design. A wealth of examples of information graphics can be found in the portfolios of VCD majors and it is believed that undergraduates enrolled in majors other than VCD will benefit from completing this minor. Students enrolled in the Information Design Minor will gain the understanding necessary to create print and digital artifacts and possess a basic understanding of information design and how it is used in many fields of study – business, science, communication, journalism, etc. It is expected that these skills will enhance and complement students' respective majors.

Description of action: Establish an Information Design Minor

Conformity of action with mission of sponsoring unit: Studio and lecture courses throughout the VCD undergraduate curricula offer instruction in design research, visual ethics, the making of information graphics, and the understanding of how information is influenced by the shape, color, and composition of visuals. Existing courses in these topics are readily available at an instruction level suitable for students coming from many undergraduate majors across campus.

Rationale for action:

- The courses necessary to provide the technical skills, design methods and understanding of the uses of information design already exist in the School of Visual Communication Design;
- The courses in this proposed minor do not include prerequisites and are offered at a level appropriate for students coming to the subject matter from a variety of fields of study;
- The widespread used of information graphics – in business, communication, websites, newspapers, magazines, scientific documents, government and politics – provide ample opportunity for students in a variety of majors to employ the use of information graphics in their respective disciplines.

Effect on Current Programs, Offerings, Students, and Staff:

- Because each of the courses listed in this proposed minor are offered each fall and spring, it is expected that the likely increase in enrollment would require the School to increase the enrollment caps for the existing courses and add sections when necessary.
- Appropriate instructors are available in the School and in the Northeast Ohio community.
- Two of the courses in this proposal are offered online (VCD 37000: Visual Design for Media and VCD 45000: Graphic Design Perspectives) and are therefore available to students on the Kent State regional campuses. It is the intention of VCD to develop online versions of the remaining courses so that the minor will be available in a face-to-face format and in an online format by academic year 2014-2015.

Fiscal and staffing impact of action:

Because the courses for this minor already exist and each is reviewed and updated on a regular basis, it is expected that the only additional cost of this minor will be in the employment of additional instructors as enrollment increases. VCD currently employs instructors with the appropriate knowledge of the subject matter.

Alternatives and Consequences:

If this proposal is not approved, a unique opportunity for many undergraduates to gain a marketable skill in information design will be lost.

Specific Recommendation and Justification:

It is preferable to establish this minor allowing undergraduates other than VCD majors to incorporate information design into their respective fields of study. Because there is little or no additional cost to the host School, and because the courses already exist there is no risk to offering this minor.

Timetable:

- Agreed upon by the VCD faculty, fall 2013
- Proposed to The College of Communication and Information Curriculum Committee, fall 2013
- Anticipated implementation, fall 2014

WORK IN PROGRESS CATALOG | [view current 2012 catalog](#)

Kent State University Catalog 2013 - 2014



College of Communication and Information

131 Moulton Hall
330-672-2950
Web: www.kent.edu/ccci

Academic Advising Offices:

School of Communication Studies
135 Taylor Hall
330-672-2659
www.kent.edu/comm

School of Journalism and Mass
Communication
334 Franklin Hall
330-672-8293
<http://jmc.kent.edu>

School of Library and Information Science
314 University Library
330-672-2782
www.kent.edu/slisl

School of Visual Communication Design
231 Art Building
330-672-7856
<http://vcd.kent.edu>



The disciplines represented within the College of Communication and Information emphasize different aspects of communication and information theory, research, use and practice. Yet, they all focus on the elements and means of creating, managing, using and evaluating messages, and on information components and processes that are central to communication interaction.

The evolution of digital and electronic media has blurred the distinctions and narrowed the traditional differences between and among communication and information disciplines. The College of Communication and Information provides a coherent and unified structure for the cohesive, collaborative and convergent study of human interaction and information design, production, processing, management, exchange and evaluation, while retaining the unique perspectives and content foci of programs within each of the constituent schools.

The college includes four schools: Communication Studies, Journalism and Mass Communication, Library and Information Science and Visual Communication Design.

The college links programs with a pedagogical and research interest in new technology for information and communication uses, distribution and content. In addition, the School of Communication Studies houses the Communication Instructional Resource Lab and the Communication Research Center. The School of Journalism and Mass Communication houses two centers: the Center for Scholastic Journalism and the Media Law Center for Ethics and Access. The School of Library and Information Science houses the Center for the Study of Librarianship and the Center for the Study of Information and Religion. In partnership with regional, national and international businesses and organizations, the School of Visual Communication Design engages in multidisciplinary research focused on socially responsible design concepts.

Departments and Schools

- College of Communication and Information
- School of Communication Studies
- School of Journalism and Mass Communication
- School of Library and Information Science
- School of Visual Communication Design

Academic Programs

Undergraduate Programs

- Advertising
- Communication Studies
- Electronic Media
- Journalism
- Photo-Illustration
- Public Relations
- Visual Communication Design
- Visual Journalism

Minors

- Advertising
- Communication Studies
- Design
- Electronic Media
- Fashion Media
- Global Communication
- Health Communication
- Information Design
- Interpersonal Communication
- Media Literacy
- Organizational Communication
- Photo-Illustration
- Photojournalism
- Public Communication
- Public Relations
- Visual Journalism

Graduate Programs

- Communication and Information
- Communication Studies
- Information Architecture and Knowledge Management
- Journalism and Mass Communication
- Library and Information Science
- Visual Communication Design

Certificates

Graduate Certificates

- Advanced Study in Library and Information Science (Post Master's)
- Health Informatics (Post Bachelor's)
- Web-Enabled E-Learning Knowledge Management (Post Bachelor's)

Faculty

School of Communication Studies

- BENTLEY, LAURIE S. (1994) Assistant Professor, Regional Campuses, M.A., Kent State University, 1996
- CAI, BEI (2002) Associate Professor, Regional Campuses, Ph.D., Bowling Green State University, 1996
- CHENEY, GEORGE (2011) Professor, Ph.D., Purdue University, 1985
- CHILD, JEFFREY (2007) Associate Professor, Ph.D., North Dakota State University, 2007
- CHUNG, JAE EUN (2010) Assistant Professor, Ph.D., University of California (Los Angeles), 2010
- CLINE, REBECCA J. (2009) Professor, Ph.D., Pennsylvania State University, 1975
- CRUME, ALICE L. (2005) Assistant Professor, Regional Campuses, Ph.D., Bowling Green State University, 1995
- CRUZ, JOELLE (2013) Assistant Professor
- D'ENBEAU, SUZY M. (2013) Assistant Professor
- DUNCAN, ROZELL R. (1989) Assistant Professor, Ph.D., Kent State University, 1996
- EGBERT-SCHEIBELHOFFER, NICHOLE L. (2000) Associate Professor, Ph.D., University of Georgia, 2000
- GOODALL, CATHERINE E. (2009) Assistant Professor, Ph.D., The Ohio State University, 2009
- HARIDAKIS, PAUL M. (2000) Professor, Ph.D., Kent State University, 2000

Information Design Minor

College College of Communication and Information
Department School of Visual Communication Design
231 Art Building

Tel: 330-672-7856 | Fax: 330-672-9714

Email: vcd@kent.edu

Web: <http://vcd.kent.edu>

The Information Design minor offers students a basic understanding of visual communication tools, theory, and ethics. Subjects covered include the creation of print and digital artifacts and an understanding of information design and how it is used in many fields of study – business, science, communication, journalism, etc. It is expected that these skills will enhance and complement students' respective majors. ~~Subjects~~

Type Course Title Credits

VCD 14001 Visual Design Literacy 3

VCD 20010 Intro to Design Research 3

VCD 34004 Visual Ethics 3

VCD 37000 Visual Design for Media ~~Advanced~~ 3

VCD 43007 Information Graphics or JMC 46001 Information Graphics 3

VCD 45000 Graphic Design Perspectives 3

WIC

MINIMUM TOTAL

18

Minimum 2.250 GPA in the minor required for graduation.

Thursday, August 28, 2013

Hello AnnMarie.

On behalf of Communication Studies I want to thank VCD for putting together the proposed minor in Information Design. This will be, I believe, a very attractive minor for students majoring in Communication Studies. This necessary minor is long overdue. Your School has the support of Communication Studies to move forward and implement the Information Design minor. There are no issues of encroachment and the curriculum will fit nicely with the curriculum in Communication Studies. Please accept this e-mail as my letter of support. Again, thanks to you and your faculty for creating this minor for our College.

Paul Haridakis
Director and Professor
Kent State University
School of Communication Studies
135 Taylor Hall
P.O. Box 5190
Kent, OH 44242
Direct: 330-672-0180
Phone: 330-672-2659
Fax: 330-672-3510

To: LEBLANC, ANNMARIE
Cc: Wasbotten, Thor

You replied on 8/29/2013 11:15 AM.

AnnMarie,

The School of Journalism and Mass Communication supports the creation of an Information Design Minor in the School of Visual Communication Design. We look forward to collaborating with this minor by including the course JMC 46001, Information Graphics as part of this minor.

We believe this minor will be of value to JMC students who are interested in acquiring the graphic skills needed in the design of content in various media platforms.

Gregory Blase
Associate Director for Undergraduate and Graduate Education
School of Journalism and Mass Communication
Kent State University
Kent, OH 44242
330-672-8290
gblase@kent.edu
www.jmc.kent.edu

HANSON, LUETT

From: WALKER, ROBERT
Sent: Friday, August 09, 2013 11:47 AM
To: LEBLANC, ANNMARIE
Cc: WALKER, ROBERT; HANSON, LUETT; WEARDEN, STANLEY
Subject: Re: Information Design Minor

Hello AnnMarie,

On behalf of the School of Digital Sciences, I am happy to offer our support for this proposed VCD Minor in Information Graphics. This minor looks like it will provide a coherent, in-depth introduction to information graphics, and given its course overlap with our pre-approved advisor-approved electives, it should be an attractive option for some of our students, in particular the students in our BA program or Cognition and Communication BS concentration.

- bob

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=====
Robert A. Walker      Director, School of Digital Sciences
rawalker@kent.edu    http://www.kent.edu/dsci
walker@cs.kent.edu    Professor, Computer Science Department
236 Math & CS Building http://www.cs.kent.edu/~walker
330-672-9105          Kent State University, Kent OH 44242
=====
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On Jul 15, 2013, at 4:30 PM, "LEBLANC, ANNMARIE" <aleblanc@kent.edu> wrote:

Dear Thor, Paul and Bob:

Over the last year I have had discussions with each of you and several of your faculty members about a VCD minor in Information Graphics. Professors Jessica Barnes and David Middleton have worked on a sequence of courses that I believe will provide a well-rounded understanding of the theory and application of information design. Their task was to build a minor that would provide students with information design skills and would be supportive of various majors in JMC, COMM and Digital Sciences.

Attached you will find a draft document for your review. You will note in this document that there are courses in the proposed minor that are already required (or elective) in each of your schools. Thor, because one of the courses has been cross-listed (VCD/JMC) in the past, if you and your colleagues wish for the JMC course to be listed in this minor, we would be happy to do that.

Also attached are examples of VCD undergraduate information graphics. It would be the goal of this minor to provide the student with a portfolio of designs demonstrating skills in print and online graphics such as those included in the attached pdf.

Please let me know of your thoughts as we would like to finalize this proposal and have it ready for committee when the fall semester begins. Your letter of support for the proposal is greatly appreciated.

Thank you,
AnnMarie

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **3-Sep-13**

Curriculum Bulletin _____

Effective Date **Fall 2014**

Approved by EPC _____

Department **Visual Communication Design**
 College **CI - Communication and Information**
 Degree **BS/MA** **BS**
 Program Name **Combined BS/MA in VCD** Program Banner Code
 Concentration(s) **Visual Communication Design** Concentration(s) Banner Code(s)
 Proposal **Inactivate program**

Description of proposal:

Inactivate the Combined Bachelor of Science and Master of Arts Degree in Visual Communication Design; inactivation of the combined Bachelor of Science and Master of Arts in Visual Communication Design program.
 Does proposed revision change program's total credit hours? ☒ Yes ☐ No

Current total credit hours: _____ Proposed total credit hours: _____

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

None: no students have been admitted to this program for several years.

Units consulted (other departments, programs or campuses affected by this proposal):

NA

REQUIRED ENDORSEMENTS

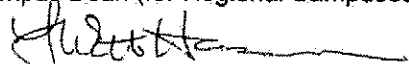


Department Chair / School Director

9 / 23 / 13

Campus Dean (for Regional Campuses proposals)

 / /



College Dean (or designee)

10 / 22 / 13

Dean of Graduate Studies (for graduate proposals)

 / /

Provost and Senior Vice President for Academic Affairs (or designee)

 / /

Proposal Summary

Inactivate Combined BS/MA in Visual Communication Design

Description of Action, Including Intended Effect

Inactivate the specifically designated Combined Bachelor of Science and Master of Arts Degrees in Visual Communication Design and remove reference to that program from the University Catalog listing of Combined Bachelor's and Master's Degrees for Specified Professional Programs.

Inactivate the Bachelor of Science in Visual Communication Design. The former use of the BS in VCD was only for those students who pursued the Combined BS/MA program.

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)

There will be no impact because no students have been admitted to this program for several years. While the School of Visual Communication Design now offers a BS in Photo-Illustration, it no longer offers the BS in Visual Communication Design specified in this program. If future students wish to combine the BA or BFA in Visual Communication Design with the MA or MFA in Visual Communication Design, they will still be able to do so under the general provisions of the University Catalog regarding Combined Bachelor's and Master's Degrees.

Fiscal, Enrollment, Facilities and Staffing Considerations

none

Evidence of Need and Sustainability if Establishing

na

Provisions for Phase-Out if Inactivating

No students are currently actively enrolled in this program. If any students who began this program, and left the university before completing it, return to complete the program, they will be advised as appropriate to their individual circumstances. No courses are being inactivated.

Timetable and Actions Required:

Approval by VCD FAC – October 2013

Approval by CCI CCC – November 2013

Approval by EPC Undergraduate and Graduate Councils – January 2014

Removal from University Catalog – effective Fall 2014

POLICY CHECKLIST

To be submitted with the policy as presented at Cabinet:

Initiating party: Greg Jarvie, VP, Enrollment Management and Student Affairs Date: October 23, 2013
(person who initiated the policy change, project leader)

Originating Department/Office: Enrollment Management and Student Affairs

Policy name: 3342-4-05 University policy regarding student housing

New Policy: Amended Policy: ✓ Rescinded Policy:

Brief summary of changes to policy:

Revision to University policy 3342-4-05 regarding student housing will more accurately reflect student class standing at their sophomore and junior year and allow for greater flexibility for students participating in university-sponsored programs.

- Is the policy already in operation? ✓ Yes No
 - If so, on what date did the policy go into operation? June 1, 2007
 - If the policy is not in effect, what is the anticipated effective date?
 - Is the policy a "University" policy requiring Board approval? ✓ Yes No
- Is the policy in the appropriate format (1.5 margins, 12 pt Times New Roman, Spaced paragraph in outline form, etc.)? ✓ Yes No
- Has the policy been review by the appropriate executive officer? ✓ Yes No
- Has the policy been approved by the appropriate executive officer? ✓ Yes No
- Has the policy been submitted to General Counsel for review? ✓ Yes No
- Has the policy been presented to the President's Cabinet? Yes ✓ No (Oct. 28, 2013)
 - Approval required by the President's Cabinet (University)? ✓ Yes No
 - Review required by the President's Cabinet (Administrative)? Yes ✓ No
- Is the policy in its final format? ✓ Yes No (If "no" is marked for final question, then **do not submit to Board Secretary and such policy will not go to the Board for action/information**)

Additional comments by reviewers:

Policy to be presented for Cabinet approval at the October 28, 2013.

Final Approval received from:

Executive Officer

Date

Initiating party

Date

4-05 University policy regarding student housing

- (A) Purpose. Kent State University requires that all single students enrolled for nine or more credit hours reside in the university's residence halls and participate in the food plan. This requirement excludes summer sessions and is applicable until the attainment of junior academic standing (60 semester credit hours/90 quarter credit hours) or the receipt of an exemption from the Department of Residence Services.
- (B) Exemptions. Exemptions to this requirement must be requested in writing and submitted to the Department of Residence Services. A student not specifically granted an exemption prior to the first day of classes for the applicable semester will be considered in violation.
 - (1) Permanent exemptions may be granted to students who:
 - (a) Live and travel to class from the principal residence of their parent(s) or legal guardian(s) which is located within a fifty (50) mile driving distance from the Kent campus;
 - (b) Are active members of and live in a university-recognized fraternity or sorority house, as well as maintain the established standards set forth by the Center for Student Involvement;
 - (c) Can demonstrate other acceptable extenuating circumstances.
 - (2) Students not bound by the mandatory housing policy include those who:
 - (a) Are twenty years of age or older, having reached age twenty no later than the first day of classes for the applicable semester;
 - (b) Are married;
 - (c) Are single parents with primary child-rearing responsibilities;
 - (d) Are military personnel with one or more years of full-time duty;

- (e) Are participants in a university program or formal agreement whereby such exemption is a term of such agreement and signed by the vice president for enrollment management and student affairs.
 - (f) Have completed two full-time academic years (excluding summer) of college enrollment;
 - (g) Have lived in college or university on-campus housing for four semesters or the equivalent.
- (C) Verification. Students who are not bound by the mandatory housing policy may need to submit verification of their status upon the request of the Department of Residence Services.
- (D) Procedure. Upon receipt, all exemption applications will be reviewed by the designated official of the Department of Residence Services. A written approval or denial will be mailed to the permanent address on file with the university for the student. If the student's request for exemption is denied, she/he will have fourteen days in which to submit a written appeal to the exemption appeals board and may request a personal appearance before the board. All appeal decisions made by the board are considered final.
- (E) Violation. Non-exempt freshman and sophomore students not residing on campus will be considered in violation of this policy and may have their records placed on "ineligible hold" with the university, thus preventing future registration. Students in violation of or denied an exemption from this policy may be required to make up any part of a semester with a minimum of a full semester in residence, beyond the above-stated residency requirement. Students determined to be in violation are no longer eligible for exemption based on criteria listed above and the on-campus requirement must still be fulfilled.
- (F) Presentations of falsified information may be referred to the appropriate department of the student conduct office for further action.
- (G) Consistent with the university's policy of non-discrimination, the department of residence services provides equal access to its programs, facilities, and employment to all persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or identify as a veteran with a disability or veteran of the Vietnam era, although buildings and areas are pre-designated for male and female residency and on the basis of accessibility.

- (H) From time to time specific policies relating to the safety, security, and good order of student residential life shall be promulgated by proper authorities, and these policies shall be binding on those affected.

Effective: June 1, 2007

Prior Effective Dates: 11/4/1977, 9/11/1979, 6/9/1989, 7/20/1990,
10/14/1992, 2/8/1993, 5/24/1995, 12/20/2004

Related Forms: