



## Faculty Council

October 4 2017, 1600 ST 209

### Minutes

**Voting Members Present:** Lisa Brindley, Kathy Davis Patterson, Ashley Galati, Mariann Harding, Scott Keiller, Hongshan Li, Denise McEnroe-Petite, Beth Osikiewicz, Sandra Pech, Nicole Willey

**Absent:** Don Gerbig

**Ex-Officio:** Dean Bradley Bielski

**Non-voting Attendees:** Larry Froelich, Amanda Hayes, Adrian Jones, David Graff, Todd Hartline, Kingsly Berlin, Patrick Faller

- I. Call to Order and Opening Remarks, Dr. Mariann Harding , 4:00
  - a. Nothing to report.
  - b. RCFAC will meet this week, so she will have a report next meeting.
  
- II. Secretary/Treasurer Report
  - a. Flower Fund balance is \$1,115.27 (This reflects adding \$140 in dues since last meeting, and \$50 in expenditures as of today.)
  - b. Nicole Willey is accepting donations to the TCUF Flower Fund at the recommended rate of \$20 per faculty person or administrator. Thanks to those who have given.
  - c. Approved minutes will be archived on the Faculty/Staff webpage soon.
  
- III. Standing Committee and Faculty Reports
  - a. Academic Affairs

- i. First meeting will be next week. They have just received one proposal for review.
- b. Academic Learning Commons: See attached report.
- c. Community Engagement: First meeting next week.
- d. Electronic Communications: First meeting next week.
- e. Faculty Affairs: See attached report, but supplemental travel funds and application changes were discussed at length.
  - i. Academic Affairs last Friday, and the group worked on the charge about Supplemental Travel Funds and Applications. Beth did a lot of research about how it went last year before we met.
  - ii. Full discussion is attached, but these are the major changes:
    1. Changes in form to reflect:
      - a. There is a maximum of \$1500 per event.
      - b. An additional question about where else money was sought, as well as suggestions of where to go for funds.
      - c. The correct percentage appropriate to request, with new budget lines for figuring the amount.
    2. Instead of first-come, first-served, we will, after today, begin a rolling deadline each month. Forms will be due at a time announced by the VC prior to the FC meeting each month.
      - a. All requests will be considered together for that period.
      - b. We want to make sure we are distributing the money, as it might become tighter, as fairly as possible.
    3. No faculty member should apply/will be funded who makes a second request during the fall semester. They must wait until the spring semester for a second (or subsequent) request.

4. This year, FA Chair Beth Osikiewicz will keep track of funds as they are requested and distributed. In the future, this will be part of the VC responsibilities, since that position receives load.
- iii. There is one change to make to the minutes attached:
    1. Upon further research and discussion, Beth realized that advances on individual \$800 professional development money is okay, as long as money you receive in an academic year is used during that academic year. So, Supplemental Travel Funds will also allow advances, but funds must be requested and used in the same academic year.
  - iv. Dean Bielski approves of the changes, and is glad that advances are allowed. He feels there might be room to expand the fund. He wants to avoid running into a ceiling.
  - v. We decided to vote on the request on the agenda for the day, but moving forward there will be a clear deadline. Chair will still collect requests.
  - vi. Faculty Affairs is also looking at eligibility for Faculty Council. Should we add another FTNTT member? This would be 12 members (so could be a tie), but this would add the correct members to the NTT Reappointment Committee. Should we remove the three-year limit? We might not have enough if we keep that as a rule. People can still opt out. These are still under discussion.
- f. Student Affairs: Finalized the Student Colloquium Application and finalizing travel and conference fund applications and getting website updated. Have been meeting through electronic communications.
  - g. Faculty Senate: See attached, and discussed at September JFA.

#### IV. Dean Bielski Administrative Report

##### a. Administrative Positions

- i. Maintenance/Repair person has left, so we are working on approval for replacement hire.
- ii. Currently searching for a Makerspace Technician.
- iii. Seeking approval for rehiring Tim Fritz's position since he has moved to faculty.

##### b. Faculty Positions

- i. The Dean has not yet met with Ritchey to finalize which positions will move forward, and there may be a new form, so ones submitted might have to be resubmitted.
  1. TT CDAG: Dean Bielski has been told this should be submitted; he believes it should be approved.
  2. Otherwise, plan hasn't changed. He is working on justifying the same positions he discussed at last meeting.
  3. He and staff are working on the 2018-19 budget cycle, and those hires are being considered as well.

##### c. Other items

- i. Homecoming Week is coming up. It starts Friday with office decorating, the chili cook off Monday, Wednesday tailgate party (and admissions open house—hoping to send new recruits to see Homecoming King and Queen crowned.) The tailgate will also have BBQ, athletic updates, and weather-permitting, a bonfire. President Warren is planning to attend.
- ii. Dean Bielski thanks FC for advice on the reorganization of administrative staff. He is moving forward with management teams rather than individuals. The groups are external affairs, academic programs/student support, facilities and technology, and strategic enrollment. The goal is to improve communication and perhaps lessen the number of committees. This won't impact faculty

- governance or standing committees. Hopefully there will be cross-pollination from faculty to management teams.
- iii. Another \$50,000 donation was received from Timken. Some of our six-figure donors will be recognized at the Kent State Gala.
  - iv. Please attend the Latino Festival Saturday. There was a great talk on Monday about Latino Cultural Connections, so come to the festival on Saturday. Hoping for stronger engagement with our Guatemalan community, and this is a recruitment interest eventually.
  - v. Faculty/Staff campaign in a couple of weeks in the library. Please pledge
- d. Request for Tenure Transfer from Dr. Christopher Roman. We don't want to see him leave, but we don't want to hold him back. He loves this campus, but his professional growth would be better met through research and more graduate level teaching and interaction. Chair Trogdon in English has encouraged this move. Dean Bielski wants to expedite TT Track searches in English, so a motion to approve was requested.
1. We support Dr. Christopher Roman's request for transfer to the Kent campus English department. (Osikiewicz/Pech)
    - a. Discussion about how to have graduate programs here to keep our best faculty followed. Some Kent Deans are interested due to current budgetary concerns. There might be an opportunity here for more graduate students and programs. Some disciplines might be more difficult than others, but this could be considered.
    - b. Called for the vote. Unanimous yes, with one recusal.

## V. Old Business

- a. AAS in CRJUS Proposal: See attached report for further information.
- b. Larry Froehlich attended as our guest today. He is Nathan Ritchey's Assistant, and he was there to give history for the proposal and answer some of the concerns we discussed at the last meeting.
  - ii. Froehlich is helping with curriculum and program approvals.
  - iii. The first step is initial inquiry, in which we ask ODHE permission to develop this program. That is the stage we're at right now.
  - iv. This is being pursued because Associates of Art degrees with major in justice studies have been granted, but AA should not have a major specified, plus this program was never really approved by OBR.
  - v. Around the state AAS in Justice Studies is more common.
  - vi. This inquiry allows us to ask the ODHE to help us fix the program by making it an AAS degree. It also should be the first two years of a BA degree.
  - vii. 5/7 campuses have approved it. Trumbull voted no, and we have tabled it. Trumbull wants degree to include the Police Academy. At Trumbull, working out a way for there to be academic credit for Police Academy completion.
  - viii. When the inquiry is given permission, the curriculum will be developed by Sociology professors teaching the courses. It will come back to us for approval.
  - ix. All campuses will be awarding these degrees and will have their own graduates. None of that will change.
  - x. The faculty will not be housed in the Regional College—the faculty will stay in Arts and Sciences. But the degree, by definition of being an associate's degree, will be in the regional college. There will not be a staffing issue because we already have the faculty in place. Cannot say

yet how the courses would change, and it will still be the first two years of the BA. This could be a time to better align the courses if needed.

- xi. Concerns about whether the degree will become too technical (as opposed to concerned with liberal education) were raised. Froelich said faculty will be the ones making the decisions about the courses. He sees this as a change in name and type of degree, or a repackaging of the old degree. Once there is a full proposal, it will need approval from all the usual bodies.
- xii. It probably won't be ready until Fall 2019. Campuses are simply advisory. Every single campus FC will get to approve.
- xiii. There was a reminder that all associate's degrees are by definition housed in the Regional College. None of the faculty teaching in the program are in the regional college, so perhaps part of the concern was in naming a lead faculty member (not in the regional college) when there hadn't been one there before was part of the problem. A motion to approve the original proposal was requested.
- xiv. We support the inquiry for an AAS in CRJUS. (Osikiewicz/Brindley). The motion was supported unanimously.

## VI. New Business

- a. We held a vote for Turan Koptur's Supplemental Travel request of \$569.01. (Keiller/Li) Unanimous approval.
- b. Previously via e-mail as requests came in, the FC has approved in August and September requests from the Supplemental Travel Fund for: Jeremy Green \$557.30, Justice Akpan \$1500, Nicole Willey \$268.26.
- c. All future requests will be publicly discussed and voted upon, meaning there will be an official record in FC minutes.

## VII. Announcements

- a. Summer Research and Creativity Awards were due Oct. 2, 2017, with an increased award amount.
- b. FPIL requests have been submitted already. These will be reviewed in the next couple of weeks. VC Denise McEnroe-Petitte will run that vote due to Chair Mariann Harding's request and recusal.
- c. Promotion and Tenure, Provost Advisory Boards both need volunteers.

## VIII. Adjournment: 5:15 (Li/ Davis Patterson)

## Appendices

### Academic Learning Commons:

#### Academic Learning Commons Committee Meeting

Date: Monday, Sept. 25, 2:30 p.m.

In attendance: John Baker, Ginger Bihn-Coss, Cherie Bronker, Mary Cameron, Patirck Faller, Edward Newman, Sandra Pech

#### **Discussion of 2017-2018 Charges:**

1. Continue to suggest workshops that benefit faculty and students.
  - Last year we added some....
  - Open to trying again—google docs (Baker)- end of Nov. before Thanksgiving break
    - Mon./Tues.
  - One touch room- Cheri- end of October
  - Database info. Session? (on-line research)- try again?
  - OTN- for faculty?
2. Respond as necessary to new program/course needs, accrediting agency recommendations, and program reviews.
  - AgriBusiness
  - VetTech and Engineering
3. Continue to develop the library's core text/textbook collection for student use.
  - Faculty – check00 are your text books in library for students??
  - Students may use this also for an option if they forgot a book at home- check out just for class?

4. Continue to investigate ways that the library can become better known by, and better meet the needs of, the surrounding community.
  - Library is open to public
  - Latino awareness, Latino Cultural Connections
  - KidsCollege
  - Homeschool groups
  - Latino Festival- October 7, 11-2
    - o Open to the community
    - o Poetry project
    - o Art project
    - o Music
    - o In Student union
  - Monday at noon, Jeff Bray
  - Amelia Earhart- 7 p.m.
5. Investigate ways, in coordination with the Student Affairs Committee, which would encourage more student use of the Library's Maker's Space.
  - Contests .....
  - Shark tank
  - Tardis ordered

**Also discussed:**

- Lab tech position... MakerSpace- full-time, on web—for faculty -site
- Ohio textbook network
  - o Ohio Link
  - o “Train the trainer” – Nov. 7, Nov. 8
  - o Making textbooks avail. for students for free
    - On-line version
- Open educational resources
  - o Put together your own textbook

Faculty Affairs:

**Faculty Affairs Committee Meeting Minutes**

**Friday, September 29, 2017**

The Faculty Affairs Committee met on Friday, September 29, 2017. Seven committee members were present (Lori Bears, David Graff, Turan Koptur, Steve Minnick, Beth Osikiewicz (chair), Chris Roman, Nicole Willey). The meeting began at 1:00 pm and the following items were discussed.

**Discussed Charge 4: *Coordinate faculty sponsored campus guest speakers.***

- The Faculty Affairs Committee is now responsible for reviewing applications for the former Lecture Series speakers. The committee is only responsible

for deciding whether to approve an application. There is a \$10,000 budget for these applications.

***Discuss Charge 1a: Evaluate potential revisions to Faculty Handbook and determine if further clarification is needed for Supplemental Travel Reimbursement Policy.***

- The Committee reviewed the history of the Supplemental Travel Fund: There is a total of \$15,000 available; faculty cannot apply for supplemental travel funds until they have used all of their \$800 professional development money; there is a maximum supplemental amount of \$1500 per conference/event; each faculty should have the chance for one supplemental travel reimbursement before any faculty is approved for a second.
- The Committee discussed potential problems with the policy and form.
  - Some faculty don't know the fund exists. In addition, FTNTT faculty do not realize that the fund is for all faculty and not just TT faculty. During academic year 2016-2017, the Business Office stated that 9 faculty members used supplemental funds; 4 used it once; 4 used it twice; 1 used it three times. There was \$329 unused from the fund last year.
  - Faculty should be encouraged to seek travel funds from other avenues (URC, FTNTT Professional Development Fund, etc.) before applying for reimbursement from the supplemental fund.
  - Hierarchy is not used. Everyone last year received a 100% reimbursement up to \$1500. How do we guarantee a faculty member is presenting at the conference?
  - During 2016-2017, one faculty member received approval for his/her second supplemental request in December before most faculty received one supplemental request which is a "violation" of the spirit of the fund.
  - Need to be clearer on the form that it is \$1500 per conference/event.
  - During 2016-2017, some faculty received advances (reimbursements before the conferences/conventions have even occurred) for flight cost and conference fees. (Note: According to the Business Office there are no advances allowed on the \$800 professional development money.)
  - In addition to the Business Office, there should be a faculty member that keeps track of all the submitted reimbursement requests.
  - The maximum amount of \$1500 per conference/event may need to be reduced to ensure that a larger number of faculty can receive funds from the pool before the money is exhausted. However, since last year all the funds were not used, this is not recommended at this time, but the committee will revisit this when it is determined necessary.

- After much discussion, the Committee agreed to the following changes to the Supplemental Travel Reimbursement Form and Policy. Osikiewicz will meet with Dean Bielski to communicate these potential changes and ask whether he supports the committee's recommendations.
  - The form will be changed to make it clearer that the maximum request is \$1500 per conference or event.
  - The form will be changed to include a question asking whether a faculty member requested funding from any other avenues (URC, FTNTT Prof Dev., Other, etc.). In addition, if the answer is NO, then the faculty member will be asked to explain why.
  - The form will be changed to include the percentage (100%, 80%, 60%, or other) as part of the calculation for amount requested for reimbursement.
  - A faculty member will be required to submit proof that they are a presenter at a conference in order to receive a 100% reimbursement.
  - Instead of submitting each supplemental travel request individually to the FC when it is received by the FC chair, the committee recommends that the FC review all the applications that are submitted during a given month at one time. In other words, the committee should review applications with a rolling monthly deadline. All applications submitted in September can be reviewed during the October FC meeting, etc. This will allow the committee to make decisions on which applications to fund if there are more requests than money left in the fund.
  - No faculty member should be able to apply for a second travel reimbursement until spring semester. This would give every faculty member the opportunity to apply for one reimbursement during the fall semester before a second request is considered.
  - The committee strongly urges that going forward there be no advances from the supplemental travel fund for registration fees and travel expenses. If advances are not allowed for the \$800 professional development money, then the same should hold true for the supplemental pool. Furthermore, money should only be awarded from the supplemental fund for the academic year in which the conference/event occurs. For example, if the conference is in academic year 2018-2019, then there should be no advances paid from the 2017-2018 supplemental fund. This is unfair to those faculty members whose conferences occur in 2017-2018 and may need those funds.

- The committee agreed that, in addition to the Business Office, there should be a faculty member that keeps track of all supplemental travel applications. The Chair of Faculty Affairs could do it provided that individual was a member of the FC. If not, he/she could be made an ex-officio member of the FC for only travel requests. The Vice-Chair of the FC could do it since that individual already receives load for their position. The Secretary/Treasurer of the FC could do it, but this would be an increase in their job responsibilities and therefore, may need to have load assigned to that position. The committee believes that this should not be a responsibility of the Chair of the FC since that position already has enough to deal with and keep track of. The committee did not come to a consensus on who should be responsible. Osikiewicz will talk with Dean Bielski to see if he has an opinion on who should be responsible for this.

***Discuss Charge 1b: Evaluate potential revisions to Faculty Handbook and determine if further clarification is needed for eligibility of serving of Faculty Council.***

- During the last five minutes of the meeting, Osikiewicz stated that the committee will discuss some possible changes to the Faculty Council membership and eligibility at future meetings. These include, but are not limited to, the following:
  - adding an additional promoted FTNTT faculty member to Faculty Council. This would increase the number of faculty chosen from Group 3 to two promoted FTNTT members and would increase the number of faculty on Faculty Council to twelve. If this happens, then the FTNTT faculty would not need to hold a special election for a second member to serve on the FTNTT Reappointment Committee since we would already have two promoted FTNTT faculty members on Faculty Council.
  - consider eliminating the condition that no FC member may serve for more than three consecutive years. The number of TT faculty on the campus is decreasing and this requirement may cause a hardship and may be impossible to uphold in future years.

The committee adjourned at 2:12 pm.

Faculty Senate Report:

## Summary of Senate issues for the September 20 JFA Meeting:

### Faculty Senate Report

At the September 11, 2017 meeting, Faculty Senate:

- heard President Warren state that this year's Freshman class was the most academically qualified in Kent State history. Warren also stated that while this year's graduate enrollment was down, due to a decline in international student population, that our graduate programs still ranked higher by a factor of two than most of the public universities in the United States.

- heard Warren state that despite the overall enrollment decline, the University's budget remained balanced for FY18.

- heard Warren field questions about the operation of the Strategic Hiring Initiative and how the committee worked. Senate members were perturbed that the three person committee, consisting of Provost Diacon, VP for Human Resources Witt, and SVP for Finance and Administration Polatajko were making faculty hiring decisions with only one academic present (Diacon). Senators also expressed dismay that the required form to request a hire was difficult to navigate, with some parts indecipherable. Warren said the system has some growing pains and that feedback like this was appreciated. Polatajko stated that neither he nor Witt were actually making faculty hiring decisions, they were there to ensure that the budget could handle the hires and that all HR rules were followed. He also stated that the college Deans were the ones making the decisions on hires. Senator Robert Twieg (Chemistry & Biochemistry – Kent) expressed doubt that this was actually the case, with several other senators concurring. Twieg stated that if that were so, then why was the Dean's signature on the form the first, with Diacon, Witt, and Polatajko signing after. Twieg said that the Dean's signature should be the last on the form if it really were the final decision.

- heard Warren field questions and complaints about the new Aramark food contract. Several senators were concerned that the cost of food was nearly doubled, while the quality remained about the same or worse. Senator Edgar Kooijman (Biological Sciences – Kent) said that because of the rules for using Aramark, more and more student organizations and departments would be taking their functions off campus where they could contract with whatever food service they'd prefer. He also stated that at the Biological Sciences new student welcome meeting, the pizza supplied by Aramark was so bad that there were several entire pizzas untouched at the end, an event unheard of in the department. Warren stated that the issues with the new contract were still being ironed out and that things would settle down in a routine over time.

Note: A significant amount of Senate discussion has been left out of this report due to time constraints. Anyone wishing to read the entire Senate Meeting minutes can contact Dr. Stephen Minnick ([sminnick@kent.edu](mailto:sminnick@kent.edu)) and have a copy sent to them via email or hardcopy.

## Justice Studies Proposal:

September 25, 2017

Justice Studies overview:

- Kent State University has offered the AA in Justice Studies for over 15-20 years;
- It was never approved by OBR. Traditionally an AA degree does not have a “major”, the vast majority, if not all the similar degrees in the state are AAS degrees;
- This was brought to Dr. Thomas’s attention 3-4 years ago by Therese Tillett’s office;
- One question that has come up as the Regional College has worked on submitting the request for a new degree (replacing the AA for Justice Studies) was all the faculty are Sociology so I had explored a joint appointment to resolve this. Below is the response from Sue Averill. After reading Sue’s response below, it was suggested that we use the same model that the Regional College used when Wanda asked me (tenured in the College of Ed) to be the Program Coordinator of the BTAS.

**From:** Averill, Sue

**Sent:** Wednesday, September 21, 2016 7:27 PM

**To:** SERPE, RICHARD <[rserpe@kent.edu](mailto:rserpe@kent.edu)>; FROEHLICH, LARRY <[lfroehli@kent.edu](mailto:lfroehli@kent.edu)>; HELLER, LYNN <[lheller@kent.edu](mailto:lheller@kent.edu)>; TILLET, THERESE <[ttillet1@kent.edu](mailto:ttillet1@kent.edu)>; BLANK, JAMES <[jblank@kent.edu](mailto:jblank@kent.edu)>

**Cc:** COURIE, VANESSA <[vcourie@kent.edu](mailto:vcourie@kent.edu)>; Ritchey, Nathan <[nritche2@kent.edu](mailto:nritche2@kent.edu)>; Hill, Christine <[chill2@kent.edu](mailto:chill2@kent.edu)>; Milam, Jeff <[jmilam@kent.edu](mailto:jmilam@kent.edu)>

**Subject:** RE: Joint appointments

*Hi all, we don’t make “joint” appointments. Every faculty member who is hired has an “academic home” for the purposes of reappointment, review, merit, governance, workload statements, etc. However, this does not limit our ability to include workload assignments in other departments, programs, or campuses (regional appointments) on a faculty member’s workload statement. The cost of the faculty member’s salary is then shared behind the scenes. Lynn Heller, Jeff Milam and Chris Hill can help with the financial piece of this.*

- Every Regional Campus will be approved to offer the degree program, the courses and will graduate “their” students. Tuition dollars always follow the section numbers, so there is no change there.
- The Trumbull Campus will be the admitting campus for first time Kent State University applicants declaring the fully online program.

Another question has been “Does the Stark Campus offer the degree?” Yes, they do and have done so for many years.

From: <http://solutions.kent.edu/GPS/ROADMAP/browse/all/J?degLvl=A>

| Program Name                    | Degree   | Degree Level | College                          | Level         |
|---------------------------------|--|--------------|----------------------------------|---------------|
| <a href="#">Justice Studies</a> |  AA | Associate    | <a href="#">Regional College</a> | Undergraduate |

Degrees awarded:

| CAMPUS       | MAJOR | DEGREE | 2010      | 2011      | 2012      | 2013      | 2014      | 2015      |
|--------------|-------|--------|-----------|-----------|-----------|-----------|-----------|-----------|
| AC           | JUS   | AA     | 4         | 3         | 5         | 8         | 3         | 7         |
| EC           | JUS   | AA     | 5         | 9         | 10        | 3         | 9         | 3         |
| SA           | JUS   | AA     | 0         | 2         | 1         | 1         | 4         | 3         |
| <b>ST</b>    | JUS   | AA     | 13        | 14        | 16        | 13        | 21        | 10        |
| TR           | JUS   | AA     | 6         | 7         | 5         | 7         | 5         | 6         |
| TU           | JUS   | AA     | 11        | 15        | 4         | 8         | 8         | 7         |
| <b>Total</b> |       |        | <b>39</b> | <b>50</b> | <b>41</b> | <b>40</b> | <b>50</b> | <b>36</b> |

- Why is Dee Warren submitting the proposal for the Initial Inquiry? Once I was asked to take the lead on this as Dr. Ritchey’s Assistant, I scheduled a meeting with Dr. Serpe, Chair of Sociology. I asked Lynette Rawlings (FTNTT) to join me, Dr. Serpe asked Dee to also attend the meeting since Stark offers both the

Associate degree and the BA. At the meeting, we agreed to replace the AA degree with an AAS degree and it would be the first 2 years of the BA, which we all agreed was to continue, seamlessly.

- After the advice and guidance from Sue Averill, I explored the possibility of Lynette, as lead faculty, since she and I had worked on this previously. I asked if she was interested, to be the “Lead” faculty to help shepherd the paperwork and represent the degree and the Regional College. As she and I explored that, we discovered the Regional College Handbook, states the Lead Faculty needs to be a TT unless there were no TT available or willing to do it. Since Dee was asked by Dr. Serpe to be involved, she is tenured, it seemed logical to ask her first, she accepted and has worked with the existing draft of the Initial Inquiry for this Regional College proposal. It is a Regional College proposal not a Stark Campus proposal.
- The degree will continue to be delivered at all the Regional Campuses, serving students well, as the first 2 years of the BA in Criminology and Justice Studies. The Initial Inquiry is the first step, asking the ODHE for permission to develop a full proposal for the degree. The full proposal will include the curriculum, staffing, etc.
- The full proposal will also be presented to each campuses Faculty Councils as part of the approval process.