

Tuscarawas Campus Faculty Council Meeting Minutes

November 12, 2014

Faculty Present: Akpan, Auld, Baker, Bihn-Coss, Brindley, Das, Engohang-Ndong, Feng, Fenk, Fuller, Gerbig, Green, Harding, Hediger, Hoffman, Jewell, Jones, Kangas, Keiller, Lashley, Li, McEnroe-Petitte, Minnick, Osikiewicz B., Osikiewicz J., Powers, Pech, Quesada, Rajagopal, Roman, Willey

Administrators Present: Bielski, Donley, Gritzan, Haldar

I Call to Order

Willey called the meeting to order at 4:05 pm.

II Approval of Oct 8, 2014 minutes

Unanimous approval of the Oct. minutes (Minnick/Auld)

III Treasurer's Report

The balance of the flower fund as of Oct 8, 2014 (last faculty council meeting) was \$1,125.22. Since then we've had deposits of \$140, and withdrawals of \$37.99. This brings the current balance to \$1,227.23.

Donations of \$20 are still being accepted by Akpan. You can pay by cash or check. Please make checks payable to "Tuscarawas Campus University Foundation".

IV Chairperson's Report

The chair's report follows:

- A. FEA: The faculty portion of merit recommendations has been completed. Unfortunately, 6 people will have to be cut from the list of 22 applicants. It is a shame that the administration insisted on this policy. Please let us not allow this process divide us.
- B. Holiday Party: Willey defers to Vice Chair Gerbig to discuss, who reported as follows:
 - i. The party will be held in a new venue (the Performing Arts Center Lobby), on Tuesday Dec. 9 from Noon – 1.30 pm.
 - ii. Employees who want to bring dessert/side dish to share should email Carla Barker on what you plan to bring.
 - iii. There will be door prizes and back by popular demand, everyone is invited to wear their most awful holiday apparel and join in the 2nd Annual Ugly Sweater Contest.

- iv. All employees are invited; if anyone has to work, a takeout box will be made and delivered to your station.

C. 1UC:

1. Questions should have been submitted by all subcommittees now for inclusion on the 1UC website, which is <http://www.kent.edu/1uc>. The Civic Commons area is not yet up and running; an e-mail will be sent out to all for completion between Nov. 17-Dec. 19.
2. Wednesday, Dec. 3 from 11-1:30 will be the "Listening Post" for our campus. All will be informed as further details become available.

D. RCFAC:

1. RCFAC served as a focus group for the new FPDC Flashport website. In general, the committee is pleased with the structure and information on the site. It will officially roll out in January (when Droople goes live), but it can be accessed now.
2. Listening Tours with students showed President Warren that regional students are fiercely proud of their individual campuses.
3. RN to BSN: Nothing has yet been settled, but currently Dr. Thomas (Regional College) and the Dean of the College of Nursing are looking at ways to divide the RN to BSN on all campuses. This is just exploratory at this point, and Thomas feels it would be a benefit financially to the campuses but that Kent would lose money. When asked about regional faculty's desires (for instance, about teaching online, F2F or hybrid), she admitted she isn't sure. It is not clear that faculty/students' input has been requested.
4. Bruce Gunning will be the Regional College Observer for Faculty Senate, with a regular representative being elected at the next regular election.
5. Summer Breakeven: the 1.81% (above the 14% for retirement) in the calculation goes to 0.36% worker's Compensation and 1.45% Medicare.
6. The attached RPI report details the ratio of Kent students taking regional online courses and vice versa. The report is interesting, in that it shows that Kent is not losing many students; in fact, it seems that in some cases, our students are being drained to Kent. The main finding of this study is that, if regional students don't get their degree at a regional, they don't go to Kent and they don't go elsewhere, they simply don't complete. Thomas is going to inquire for more information that includes student numbers and tuition flow in addition to these percentages. Please refer to the e-mail sent Monday for more information.
7. The AURCO Conference is being held April 18, 2015 at Salem this year.
8. Regional College Baccalaureate in Applied Business: Different campuses have different opinions about this possibility. Geauga seems to be enthusiastically behind it, while Trumbull has passed a resolution against sending a letter of intent. Thomas was not there for this portion, so it is not known at this time

- if the letter of intent has been sent yet or not, but there will be a follow up on this later this week. Questions were raised and much discussion ensued; our campus can issue a statement about our position on this if we choose.
9. Pilot of Electronic SSIs: It was agreed that the online system has caused problems with merit and RTP files. Ciuba will be inviting Paul Creed, who is in charge of this program, to a spring meeting so we can get more information. Our campus FC could present a statement on this as well.
 10. The next RCFAC meeting will discuss the proposal for a math fee and several other concerns.

E. Representative FC Task Force

1. The task force has been hard at work meeting many times. The results have been sent to FC. The Task Force decided several things when looking at the results:
 - a. The task force is pleased with 38 respondents from the last survey, though a higher number would still be preferred.
 - b. It was unanimously agreed that the preference for a Representative Faculty Council (slightly over a FC of a Whole, and clearly over All TT and ratio of NTT) gives us our next direction. A second survey will soon be created that will utilize the work of the Faculty Affairs Committee from the past two years to see what the will of our faculty is in moving forward. We hope to have a second survey ready and distributed by the end of the semester, so that we can begin working toward a vote for February.
 - c. Please make sure to respond to our second survey—it is highly important, as it will truly shape the details of the proposal we will bring to FC in the spring.
 - d. While it is clear from the survey results that no mandate is given, there is some momentum, building on previous committee's work to move forward this year. Everyone should please continue to participate in the feedback part of the process. It is proposed that the survey will be administered earlier rather than later, preferably this semester, to enable the Faculty Affairs committee to use the outcome of the survey to complete its report.

V New Business

The Chair called for a motion to move up New Business on the agenda as some faculty may leave for classes towards the end of the meeting. The motion by Roman/Li was unanimously approved with a vote of 31 yes, 0 no, and 0 abstentions.

A. ITAP Proposals:

John Baker presented two proposals (already approved by the Faculty Affairs Committee) as follows:

- i. ITAP 26650 (Medical Billing Procedures) Changes: The course description for ITAP 26650 to include a statement that, "the course includes a 30 clock hour internship, with two prerequisite courses (ITSP 26655 ICD Coding and ITAP 26656 CPT Coding), and to change the lecture hours to 2.000 lecture hours, and 1.000 lab hour".

A motion by Jewell/Auld in favor of these modifications was unanimously approved with a vote of 31 yes, 0 no, and 0 abstentions.

- ii. ITAP Certificate in Office Software Applications Changes: An ITAP certificate on file, "Office Software Applications", which consists of the students completing 19-21 credits to 21 credits. Students can earn a credential with current technology and skills to acquire employment within the field. Students can start into this certificate program which would "feed" into the ITAP Degree.

A motion by Hoffman/Roman in favor of this proposal was unanimously approved with a vote of 31 yes, 0 no, and 0 abstentions.

VI Faculty Senate Report

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

A. At the Oct 13, 2014 meeting, Faculty Senate:

1. The Assistant Provost Fashaad Crawford, who, along with Lindsey Westermann-Ayers from the Office of Accreditation, Assessment and Learning, reported on the various surveys that will be administered for accreditation and assessment purposes. All surveys will be administered in 2015. The surveys have four main themes of interest to the University with regard to undergraduate retention and graduation rates: academic challenges, learning with peers, experiences with faculty members, and the campus environment. A full report of the survey results will be provided to the Senate at a future meeting.
2. The Associate Provost Melody Tankersley reported on the electronic pilots of the SSI (called FlashSurvey) starting in the Fall 2013 semester, through the Spring 2014 semester, and continuing into the Fall 2014 semester. When asked about the response rates, Tankersley replied that it was 64% for the Fall 2013 pilot, and 53% for face-to-face classes and 45% for online classes for the Spring 2014 pilot, with some classes very high and some very low. When asked, Tankersley

reported that the response rates for paper SSI's fell in the high 80's to low 90's percent range. Much discussion ensued. The Provost eventually assigned the task of determining whether we should continue to pursue this approach or go back to the old method to Senator David Dees, the director of the newly renamed Center for Teaching and Learning, who will be forming a Senate committee to examine the issue.

3. Greg Jarvie, Vice President for Enrollment Management and Student Affairs, presented an update on enrollment this semester. There has been positive growth in overall enrollment since 2009. Of particular note is a 42.4% increase in enrollment of African American, Latino American, and Native American (AALANA) students since 2009. Jarvie stated that in order to continue building the academic level of the incoming freshmen classes more donor funding is required to increase scholarship offerings. There is intense competition for these high achieving students, and they are offered very enticing enrollment incentives elsewhere, something that we are currently unable to match.

B. At the Nov 10, 2014 meeting, Faculty Senate:

1. President Warren reviewed her five priorities for the university this academic year including [(i) How to ensure a "student first" focus. (ii) How to enhance the Kent State University identity. (iii) How to increase global competitiveness using collaborative interdisciplinary research strands. (iv) How to define and leverage local/regional assets for a larger impact. (v) How to plan for a sustainable and vibrant future.]
2. President Warren also talked about her Presidential Listening Tour. Fifty-two (52) events have been completed with another 10 to go. The tour results will be analyzed by a Strategic Vision Task Force the President will set up with the goal of determining ways to chart a path and advance the university into the future.
3. President Warren stated that a recently deceased student left a \$3 million donation to the university to be used for scholarships. This is the largest single private donation for scholarships that the university has ever received. [Note: Kent State gave out \$37 million in scholarships last FY]
4. President Warren state that there is possible Ohio Legislature action brewing on limiting overload fees universities may charge students. Currently, these fees bring in \$3 million to the university annually. If the legislature eliminates these, we'll have to find the money elsewhere.
5. President Warren stated that there is possible Ohio Legislature action brewing on reducing the cost of college for students. Currently being discussed in the legislature is a 5% cut in tuition. For Kent State, this amounts to \$16 million cut. Details on this possibility are sketchy, but the President has asked the Provost and all Deans to prepare proposals for a 5%, 3%, and a 2% cut so we can be ready if the time comes.
6. President Warren stated that, due to provisions in the Affordable Care Act, there will need to be a major discussion on health benefits in the very near future.

The President stated that the current benefits are “unsustainable”.

7. Chair Fox give her thoughts about the value of university service to the RTP and FEA criteria. She reiterated that the Senate will be having a discussion on this topic before the end of the academic year.
8. The faculty senate voted to approve a revision to the Course Repeat policy for undergraduate students. The current policy allows for unlimited repeats for those courses that are allowed to be repeated. The revision limits a student to only three attempts before a college/campus level intervention is required for registration. Data was presented that students who repeat a course three times before earning a passing grade have a 9% lower enrollment and graduation rate (49% versus 58%).
9. The Associate Dean of CAEST (College of Applied Engineering, Sustainability and Technology), Dr. Richmond Nettey reported on a review of the WIC requirement. The review made the following five recommendations:
 - i. The URCC should send a "WIC Checklist" to faculty members teaching WIC courses, prior to the beginning of each semester.
 - ii. The FPDC should be encouraged to offer a Writing Intensive Course workshop for faculty and graduate students teaching WIC courses at least once each academic year.
 - iii. Academic units that continually exceed the enrollment maximum for WIC courses should be required to bring the maximum to 25 students within two years. Academic units that are unable to bring the maximum enrollment to 25 students should be required to justify exceeding the enrollment maximum of 25 continually.
 - iv. All academic units offering WIC must ensure that at least 50% of the final course grade is based on writing by students in the WIC.
 - v. The Kent Core English requirements should be standard prerequisites for all WIC.

VII Committee Reports

Standing Committee Reports

A. Academic Affairs:

McEnroe-Petitte reported as follows:

1. Service Learning (SL): The academic affairs committee discussed the recommendations from the SL committee. They are awaiting SL proposals on the “community engagement program” to further discuss what actions needs to be addressed.
2. Educational Technology position:
 - i. Jason Ruegsegger is busy working on developing and presenting sessions that will be helpful to faculty. Currently a session is scheduled for 11/4/2014; it will be repeated and communicated. Faculty can communicate any other topics of interest to Jason.

- ii. Jason reported that two students have been hired to work in the department. This will free Jason to focus/move forward with his position.
- iii. The committee encouraged adjunct faculty to also be invited to attend the sessions and handouts made available to all faculty.
- iv. Jason would like to send out a survey on what Learning Management System (LMS) faculty are currently using and what they would like to consider using in the future. The committee suggests that Jason collaborate with the academic affairs and electronic communications (EC) committees to put something together.
- v. Jason voiced that there are concerns that faculty are using other MLS systems and that there are privacy concerns that we should not be using at KSU. Social media sites are also a concern.
- vi. Lisa Brindley brought up the concern about the limit for the number of students for online courses and what are the acceptable numbers. No one could answer this. Denise will take the concerns to the next cabinet meeting. Lisa will email the curriculum posting that showed 100 seats for on online course.

3. AQIP

- i. Focus on the Higher Learning Commission (HLC) is being looked at. In addition, Dr, Fran Haldar's comments included the results of the HLC. "The overall findings were good. Assessing learning outcomes, alignment/consistency of outcomes, and insuring quality isn't minimized regardless of delivery (campus, distance learning), but seem to be the areas to devote further institutional attention." The main items were learning objectives. Learning objectives (departmental learning objectives) need to be on all syllabi. All courses should be taught consistently throughout the campus with the same learning outcomes even if taught by one professor or another. In addition, whether the course is taught in person or online, the materials and learning objectives must be the same.
- ii. The committee appreciated the findings, but was interested as to the status of KSUT syllabi and lack of learning outcomes.
- iii. Laurie Donley offered a focus related to the following 3 areas:
 - a. Ways to improve retention.
 - b. Ways to improve opportunities for underprepared students to remediate in reading, writing and math. This may mean working with a partner, like Buckeye's adult basic literacy program, who is better equipped to work with the least prepared students.
 - c. From a faculty perspective perhaps we may be interested in increasing student research opportunities. Or perhaps we already have numerous opportunities and simply need to increase participation.
- iv. Laurie's thoughts reflect item iii(b) above. Many individuals coming to the campus have difficulties with their reading levels and they need

remediation before they enroll. The committee agreed with this area. Stark KSU has just begun a program and Laurie has contacts with them that she will share with Denise and where we as a committee could focus our energy. Laurie is meeting with BCC on Friday to discuss this topic and will share with this group.

4. Curriculum proposals: Denise had received two proposals from John Baker. This is an ITAP certificate on file, "Office Software Applications", which consists of the students completing 19-21 credits to 21 credits. Students can earn a credential with current technology and skills to acquire employment within the field. Students can start into this certificate program which would "feed" into the ITAP Degree. All present approved of the proposal. The previous proposal was approved at the October AA meeting and presented to faculty council in October.

B. Faculty Affairs

Osikiewicz B. reported that faculty affairs committee met three times since the last faculty council meeting.

1. At the Oct 17, 2014 meeting:

Dean Bielski joined the committee to discuss two workload issues related to the handbook namely: (i) developing criteria for when a specific discipline or degree gets assigned a coordinator and (ii) developing a review/application process for the non-discipline related coordinators (Honors College Coordinator, Service-Learning Coordinator, and Writing Center Coordinator). Dean Bielski stated that he would like to see these positions as a three-year term with a possible renewal, but there should be a formal procedure for applying and reviewing the applications. Osikiewicz stated that the new proposed language was distributed with the FC agenda. The committee has already adjusted the wording based on one suggestion from a faculty member by removing the words "up to" from the description. Osikiewicz requested that any additional suggestions be given to her or any member of the Faculty Affairs Committee. The committee also considered the possibility of additional coordinator positions on campus. If those positions are developed and formally proposed to Dean Bielski for acceptance, then the positions will be submitted to Faculty Council for a vote.

2. At the Oct 24, 2014 meeting:

The committee continued to edit Section II of the handbook regarding workload and related policies. There are certain subsections of Section II that the committee is unable to edit at this time. One issue deals with SSIs and the other deals with when faculty are notified of class cancellations. Once formal policies

for these two issues are adopted, the committee will be able to complete the revisions on Section II.

3. At the Nov 7, 2014 meeting:

The committee discussed the Community Engagement Proposal submitted by the Service Learning Committee. This proposal asks for adding a standing committee devoted to community engagement and also adding language to RTP and Faculty Excellence Award criteria that values community engagement activities. This discussion will continue at the committee's next meeting. The committee also discussed mentoring on the campus. Instead of a full-time mentoring coordinator that was suggested before, the committee decided to focus on a Mentoring Committee. The committee will be discussing possible duties or responsibilities that this group would have. As a result, Osikiewicz requested that anyone with suggestions should submit them to her or any other member of the Faculty Affairs Committee. The committee also discussed what changes to make to the RTP section of the handbook. One item that needs to be included is guidelines for weighting the categories of scholarship, teaching and service in RTP decisions. Our current handbook has no weighting criteria. The committee will continue to discuss this at next week's meeting. Once again, Osikiewicz asked if anyone has any suggestions to submit them to her or any other member of Faculty Affairs Committee.

Finally, Osikiewicz stated that once the committee is finished with Section III, they will begin work on Section IV regarding Faculty Excellence Award Criteria and Procedures. Since the faculty have submitted their ballots regarding merit applications, Osikiewicz asked that all TT faculty that were involved in that process take a few moments to consider items that were included in this year's applications that the faculty member thought should not have been included or needed additional clarification in the merit application. Osikiewicz asked that all notes be submitted to the committee.

The next Faculty Affairs Committee meeting is scheduled for Wednesday, November 19th.

C. Electronic Communications

Li reported that the Electronic Communications Committee (ECC) met on Oct 28, 2014 to discuss the second charge given to committee for AY 2014-25. The charge requires ECC to make recommendation on the faculty computer refresh policy for the Tuscarawas Campus.

In order to fulfill the charge, ECC conducted the Faculty Technology Needs and Computer Refresh Survey in mid-October. The committee deliberated on the survey results, including comments from faculty. After a careful examination and spirited discussion, the ECC reached a unanimous agreement on the following four (4) points, which closely reflect the opinions of the vast majority of the faculty members who participated in the survey.

1. The Tuscarawas campus should adopt a faculty computer refresh program closely mirroring the Kent Campus model. The Kent Campus computer refresh program offers five standard computers with an option to apply for non-standard computers. By giving all computers three different cycle indicators, the Kent Campus program provides variety as well as flexibility. Adopting the Kent Campus model not only fits in perfectly with the One-University spirit emphasized by President Warren, but also better meets Tuscarawas Campus faculty members' diverse and dynamic technological needs.
2. Given the fact that this campus has not had a computer refresh for six years, it is imperative to complete the next computer refresh as soon as possible.
3. Although the ECC emphasizes the importance of using up-to-date computer equipment by all faculty members, it respects some colleagues' desires to use their computers for more than three years. Thus, it recommends that an opt-out option be added to the computer refresh program. However, a clear procedure should be developed to make sure that those faculty members who have chosen the opt-out option will have proper replacement computers if their old computers break down before the next refresh.
4. While expecting that all the essential technological needs of every faculty member are met, the ECC recognizes that the campus Network Services has limited resources. Thus it encourages faculty members who are the only one or two people requesting one particular type of standard computer to work with the Network Services staff in finalizing their computer refresh requests. The goal is to allow Network Services to negotiate a better price and provide better technical assistance. Of course this should be done without impeding any faculty member's ability to achieve excellence in teaching, research, and service.

D. Library

1. The library is building a core text/textbook collection for student use. The primary focus of this program is general education courses, and the idea is to keep the books in the library—they won't be for check out. Many faculty have already committed to bringing materials to the library, so please, if you have materials, bring them in. Another important point came up: access to course materials is a retention issue. That is, for students already struggling to make ends meet and/or to juggle complicated lives, an expensive book or two can be the last straw. Setting up a robust core text collection in the library, then, can help retention and student success.
2. The Library Committee wants to remind faculty about the existence of Course

Guides built for specific classes. A number of models of Course Guides exist on the library's web page, here: <http://libguides.tusc.kent.edu/courseguides>. Library Director Cherie Bronkar builds the guides to open routes to additional information for students, including TED talks, library databases, and other materials tailored to the class. Faculty who wish to set up a course guide should email Cherie and include a copy of the syllabus for the course. (Cherie's email: cbronkar@kent.edu.)

3. Further, the committee would like to encourage individual faculty members or groups of faculty—departments, for instance—to meet with Cherie and discuss ways the library can further serve faculty and whole disciplines or areas.
4. Finally, many faculty have started to receive reminders about using the \$500 library materials allocation. Please remember that these notes are only intended as an orderly way to remind everyone about these monies; you may order materials from the library whenever is most appropriate. Also, the spending of the \$500 is subject to faculty judgment. In other words, though Kent State has suggestions—for instance, try to avoid purchasing materials that are readily available on KentLink or OhioLink—in the end faculty judgment about what is needed for Tuscarawas instruction is the key element. In other words, faculty should order materials that students will routinely use as part of their coursework.

E. **Student Affairs** - Jones reported that the student affairs committee met on Nov 3, 2014 and discussed the following:

1. Two funding applications were approved (one for travel and one for conference).
2. Revisions to the colloquium's webpage that is on our campus website.
3. Ways to promote participation in the student research colloquium:
 - i. Developing a proposal for the dean that advocates giving faculty who are mentoring students some kind of honorarium. The committee brainstormed on what should be included in the proposal and possible ways to compensate faculty and students. A rough timeline was established.
 - ii. Discussed whether moving the colloquium to the Fall would influence the rate of attendance. Faculty might receive a survey about the colloquium and ways to promote success.
 - iii. Also discussed about having the students include posters as part of their colloquium, to show off their work and promote the colloquium.
4. Discussed times and dates for next meeting to review applications for the colloquium by the end of the month.
5. Reminder, applications for the colloquium are due Friday, Nov 14th by 5:00pm. Two applications received so far.

Ad Hoc Committees

A. Artist Lecture Committee – no report

B. Diversity Committee

The committee met on Nov 6, 2014 to discuss plans for the year as follows:

1. The Women in Engineering program originally planned for November has been pushed back to April.
2. The date for "A Taste of the World" has been set for Wednesday, April 8th from noon to 1:00 p.m. The committee is also giving serious consideration to separating Heritage Week from "A Taste of the world" and holding Heritage Week in the fall. A final decision on this matter will be made at the next meeting.
3. Artist Lecture Committee: Will now be called the Guest Lecture committee. Funding is available to support speakers and programs that faculty and staff may wish to bring to campus to enhance student learning. If you are interested in receiving funding, please see Pam Patacca for the necessary application forms.

C. Service Learning

Dr. Harding reported that the Service Learning (SL) committee has met a couple of times; planning to bring some proposals in the Spring 2015 on the expansion of the committee's scope to incorporate community engagement program.

D. Safety Committee – no report

VIII Unfinished Business

There was no unfinished business.

IX Administrator Reports

A. Dean's Report

1. Dean Bielski attended the President's Council meeting and a follow up meeting with the Provost, Greg Jarvie, Dave Garcia and Regionals, reported as follows:
 - i. From the Presidents Council:
 - President Warren continues on the listening tour.
 - Announced that Kent had received the largest single bequest in its history, three million dollars.
 - Sets the context for further discussion on the budget and enrollment. Greg Floyd discussed the budget situation, noted that the budget was originally projected in deficit, but looking close to break even. It was also noted that next year could be tight depending upon state legislature's view on a 5% cost reduction.
 - Governmental Relations reported that both the federal and state legislatures had become increasingly Republican. Will enter a lame

duck session. Little will likely occur until after January.

- Provost Diacon gave a history on Student Success and its relationship to state funding mechanisms. Eboni Pringle discussed the specific successes of the Kent program. The PAC then participated in table discussions on student success.
- ii. Follow up meeting with Provost, Enrollment Admin and Regionals:
 - Student success and enrollment was the theme of the second meeting as well. Enrollment (longer term vision) summit planned for spring with regionals. However, immediate strategies are to be implemented for fall 2015.
- 1. Hiring:

Recruiting for the following positions on our campus are in the pipeline:

 - i. Financial Aid: in the second round of candidates
 - ii. Eng. Tech. suspended, will be re-advertisement.
 - iii. Candidates have been interviewed for security positions
 - iv. Intermittent position in theatre tech, custodial, SBDC
- 2. Exploring West Side Development; Alternate entrance, campus shops and other possibilities, now in the discussion phase at this point. Board approved preliminary discussions.
- 3. Deconstruction of University Hall and the Attention Center was voted on at the past Board meeting. Bids will be going out.
- 4. Good news, the campus received a \$100,000 gift from the Reeves Foundation for the Vet Tech program. Thanks to Chad Conrad and all involved with the ask.

B. Assistant Dean's Report

1. United Way Campaign:

Thanks to faculty, staff, and administrators who have given to the United Way Campaign. Total amount received or pledged thus far: \$2,335.00; \$1,903.00 (about 81%) will go to the Tuscarawas University Foundation.

The United Way Campaign has joined together with the Student Activities Council for a Thanksgiving Celebration on Thursday Nov 20, 2014; 11:30 am – 1:00 pm, Venue: Student Union. For only \$3.00 you will receive: A non-traditional Thanksgiving Meal (pasta, salad, and garlic bread). Portion of the proceeds will be donated to United Way. The United Way Campaign will continue until through early December, so if you have not had a chance to give, please consider giving; if you need another pledge form, stop by Dr. Haldar's office.

2. Adjunct Faculty Group formed: An Adjunct Faculty Group has been formed to keep adjuncts up to date with what is happening at Kent State and at Tuscarawas and to give them an opportunity to be heard. The group is in the beginning stages of forming; has held two meetings so far with very good support. Dr. Haldar is the facilitator of the Group.

C. Other Administrator Reports – no report

X Announcements:

- Holiday party at Performing Arts Center Lobby, on Tuesday Dec. 9 from Noon – 1.30 pm.
- Those who need some training in Blackboard Learn. Jason Ruegsegger, our own Educational Technology Designer, has announced a "Crash Course" on Blackboard Learn about a week ago. It is scheduled for 6:00 p.m. on 11/13/2014. Based on a recent Faculty Technology Needs and Computer Refresh Survey conducted by Electronics Communications Committee (ECC), over half of the full-time faculty members have expressed interest in a workshop in Blackboard Learn. The ECC strongly encourages faculty to attend the workshop. Please let Jason know by the end of today if you intend to attend.
- Gritzan announced that, there will be some in-house constructions in Summer 2015, including roofing projects; major disruptions may occur.

XI Adjournment

The meeting was adjourned at 5:30 pm (Osikiewicz B)

Respectfully submitted,

Justice Akpan

Tuscarawas FC Secretary/Treasurer