



## **FACULTY SENATE**

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**TO:** Members of the Faculty Senate and Guests      **DATE:** July 9, 2013  
**FROM:** Don White, Vice-Chair of the Faculty Senate  
**SUBJECT:** Agenda and Materials for the July 15, 2013 Faculty Senate Meeting

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Attached you will find the agenda and the materials for the July 15<sup>th</sup> Faculty Senate meeting. As always, we will meet in the Governance Chambers at 3:20 p.m. Please join us, if you can, for a few minutes of informal conversation prior to the meeting.

1. Call to Order
2. Roll Call
3. Approval of the May 13, 2013 Faculty Senate Meeting Minutes
4. Provost's Remarks
5. Vice Chair's Remarks
6. EPC Items:
  - a. Division of Graduate Studies: Establishment of policy on academic standing for graduate students to replace current policies on dismissal and dismissal appeals. Effective Fall 2013.
  - b. College of Public Health: Merger of two academic departments – Department of Environmental Health Sciences and Department of Epidemiology and Biostatistics – to form the Department of Biostatistics, Environmental Health Sciences and Epidemiology. Effective Fall 2013.
  - c. Regional College: Establishment of an Agribusiness major within the Bachelor of Science degree, to be offered on the Tuscarawas Campus. Included in the proposal are establishment of 14 AGRI courses. Minimum total credit hours to program completion are 121. Effective Fall 2014.
7. Old Business
8. New Business
9. Announcements / Statements for the Record
10. Faculty Senate Meeting Adjournment



## **FACULTY SENATE**

### **Minutes of the Meeting**

May 13, 2013

**Senators present:** Ann Abraham, Patti Baller, David Dees, Vanessa Earp, Paul Farrell, Rick Feinberg, Mary Ferranto, Steve Fountain, Lee Fox-Cardamone, George Garrison, Min He, Barb Hipsman, Susan Iverson, Jay Jahangiri, Thomas Janson, Robert Kairis, Mary Kellerman, Richard Mangrum, Stephen Minnick, Stephen Paschen, Mary Beth Rollick (Senator-Elect), Vilma Seeberg, Jonathan Selinger, Deborah Smith, Fred Smith, John Stoker, James Tyner, Terrence Uber, Roberto Uribe-Rendon, Susan Weaver, Donald White, Kim Winebrenner

**Senators not present:** Brian Baer, Madhav Bhatta, Kimberly Garchar, Mack Hassler, Deborah Knapp, Tracy Laux, Mike Mikusa, David Riccio, Daniel Roland, Ratchneewan Ross, Susan Roxburgh, Robin Vande Zande, Will Ward, Christopher Was, Linda Williams

**Ex-Officio Members present:** President Lester Lefton; Provost & Senior V.P. for Academic Affairs Todd Diacon; Vice Presidents: Alfreda Brown, Iris Harvey; Deans: Sonia Alemagno, James Bracken, Simon Song, Wanda Thomas, Stanley Wearden, Ralph Lorenz for John Crawford

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

**Guests present:** Stephanie Belovich, Stephane Booth, Jill Carroll, Fashaad Crawford, Lisa Delaney, LuEtt Hanson, Tess Kail, Sally Kandel, Karen Keenan, Carey McDougall, Mary Mooney, Rebecca Murphy, Willie Oglesby (for M.Bhatta), Rocco Petrozzi, Richard Rubin, Jennifer Sandoval, Rick Schroath, Denise Seachrist, Kathy Siesel, Melody Tankersley, Therese Tillett, Lowell Zurbuch

#### **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 April 8, 2013**

Chair Farrell called for corrections or additions to the meeting minutes. The minutes of the April 8, 2013 meeting were approved (Stoker/Feinberg).

#### **4. President's Remarks**

President Lefton thanked everyone who was involved in graduation and remarked on what a wonderful weekend it was. He commented that it has been a wonderful seven years and how honored he has been to serve as president of Kent State University. He has no intention of slowing down in his last 14 months as president, he intends to "double down" on a number of issues.

The President provided general updates about the university. The University and the City of Kent were recently awarded the first ever Larry Abernathy Award from the International Town and Gown Association. We have 21,500 applicants for the 2014 freshman class. The applicants are the finest class academically that has ever applied to Kent State. President Lefton credited this to collaboration across all areas of the university, from teaching to mentoring to marketing. The university has also won the Gold SABRE Award for their "Experience for Life" television campaign. The May Fourth Visitor's center opened this past year and the May Fourth Memorial Activities drew huge crowds.

Deliberations continue in Columbus on the state budget. The newest formula places more emphasis on graduation and may include a modest tuition cap. The final budget probably will not be approved until the end of June. Currently we have stability in our budget, however, that could change depending on the state budget and the university has to be vigilant. The University is continuing to study the impact of the Affordable Care Act and Provost Diacon and Academic Affairs are gathering data.

Work is continuing on campus improvement and building projects. A firm has been selected to design the new building for the College of Architecture and Environmental Design. The Esplanade connecting the University to downtown is progressing rapidly and should be done by July 1. The Hotel and Conference Center should be completed by June first and open for business by June 1. The PARTA multimodal facility is open and currently parking is free.

President Lefton thanked the faculty from the College of Podiatric Medicine for attending the Faculty Senate Meeting. The President thanks the Executive Committee of Faculty Senate for working to create alternative solutions for the issue of representation for the College of Podiatric Medicine.

Senator Deborah Smith asked if any steps had been taken to identify faculty at the College of Podiatric Medicine who may be tenure eligible. President Lefton responded that there are no tenured or tenure-track faculty members at the College of Podiatric Medicine nor has the university provided those faculty members with any tenure guidelines. He stated that the first thing that would have to happen is that the faculty would have to write a series of tenure guidelines and they would have to revise their handbook so it would be consistent with the university handbook. Once that has occurred a faculty member could be placed on the tenure clock. Provost Diacon agreed with President Lefton that this would be the process. Senator Deborah Smith commented that normally in colleges without dependent units, which is what the College of Podiatric Medicine would be, the College Advisory Committee creates the tenure guidelines. However, since the College of Podiatric Medicine has no tenured or tenure-track faculty, they do not have a College Advisory Committee; therefore the normal processes would not be applicable. She stated, that, at the last Faculty Senate Meeting, Provost Diacon had mentioned that he would be willing to examine the records of the College of Podiatric Medicine faculty to see if any would be considered tenure eligible and she wondered if that had occurred. President Lefton replied that nothing along those lines has happened. The President also stated that the College of Podiatric Medicine could "borrow" faculty to put together a College Advisory Committee similar to the process when colleges lack enough full professors to vote on a promotion. Provost Diacon commented that a process will need to be created to review the faculty and create tenure guidelines. Senator Deborah Smith stated that the College Advisory Committee has to be made up of a majority of tenure-track faculty and that this is a contractual issue. Provost Diacon replied that the faculty are not governed under the Collective Bargaining Agreement. President Lefton stated that the faculty are not under the Collective Bargaining Agreement at this point. Provost Diacon replied that he has been discussing with the College of Podiatric Medicine faculty how best to accomplish this. Currently, he cannot provide any specifics because they must be created between himself, Associate Provost Averill, and the faculty at the College of Podiatric Medicine. President Lefton stated that this is an excellent example of

shared governance where the faculty will be engaged with the administration and working through the process. Senator Garrison stated that the College of Podiatric Medicine does have their own Faculty Senate and perhaps they could serve in the role of the College Advisory Committee. Senator Garrison stated what seems to be causing the difficulties is that they were brought in as a new category of faculty; if they could be incorporated into the existing structure, non tenure-track or tenure-track, then perhaps some of these issues would be resolved. He wondered if perhaps some of the faculty did not already have suitable credentials to be tenured. President Lefton replied that the university is not sure what it would take to be tenured. The President stated that the university needs to investigate what the industry standards are for tenure at other colleges of podiatric medicine.

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

Chair Farrell read his remarks.

**6. Report: University Climate Study (Melody Tankersley)**

Dr. Alfreda Brown stated that the Division of Diversity, Equity and Inclusion embarked on a climate study, and that Dr. Melody Tankersley and Dr. Joe Ortiz are the two co-chairs of the committee. Dr. Tankersley explained that the climate study is a university-wide assessment of the welcome, respect, attitudes, and behaviors of what we do to make sure that everybody is included, is able to participate, and has a voice at the university. They have formed a steering committee made up of representatives from across the university and will gather data not only from individuals but also from campus groups. The university has contracted with Rankin and Associates, a leading group in the field of university climate studies. This summer, Rankin and Associates will be meeting with the steering committee and identifying the processes and procedures for the study that will start in September.

Senator Selinger stated that in the past when he has heard about climate studies they have always focused on gender equity in the sciences. He inquired if this climate study would address that issue and if it would be connected to Project IDEAL in any way. Dr. Tankersley replied that the study would address the issue of gender and that the data would be disaggregated in many different ways. This study will be broader in scope than Project IDEAL, which only focuses on gender equity in the sciences. Senator Iverson asked how the data will be disaggregated. Dr. Tankersley replied that in the past they have looked at data from AALANA faculty, staff, and students; they have also looked at data based on gender, veteran status, traditional and non-traditional students. The committee is trying to look at diversity in the broadest sense. Senator Garrison asked if the data could be disaggregated based on race and ethnicity and Senator Iverson asked about domestic versus international students. Dr. Tankersley replied that the data would be looked at in that manner. Dr. Tankersley stated that she would send additional information to Ms. Kail to send out to the Senators. Senator Garrison asked if the report from the Commission for Inclusion would be provided to Rankin and Associates. Dr. Alfreda Brown stated that the information would be provided.

**7. Old Business: College of Podiatric Medicine (Motion)**

Chair Farrell welcomed the faculty from the College of Podiatric Medicine who were in attendance. The following faculty members were present: Dr. Mary Mooney, Dr. Kathy Siesel, Dr. Stephanie Belovich, Dr. Rocco Petrozzi, Dr. Jill Carroll, and Dr. Larry Osher.

Vice Chair White reported that the Executive Committee of Faculty Senate had met with the College of Podiatric Medicine faculty the previous week to talk with them about their thoughts on the merger and faculty status. The main issues that were discussed were workload, tenure versus non tenure-track status, and governance. Currently the faculty at the College of Podiatric Medicine are negotiating with the College Administration on salary; there are concerns that the current and

proposed salary ranges are not competitive with other health care institutions in the area. In particular they're competing with the Veterans Administration Hospital, University Hospitals in Cleveland, and the Cleveland Clinic. The low salaries make it difficult to retain faculty that they have now and to hire new faculty.

The other issue that concerns the faculty is workload. The clinical faculty are now required to spend 90 percent of their time in clinical instruction; this leaves only a few hours a week for charting, preparation, and any sort of research. The workload issues also make recruiting new faculty and retention of current faculty difficult. It also makes it difficult for current faculty to qualify for promotion.

The promotion system that is currently in place is an up or out system similar to the tenure system at Kent State, although once promoted there is still no job protection. In their current system, they have six years to establish their professional record; in the sixth year they stand for promotion, and at that point they are either promoted to associate professor or they are released. Unfortunately, once they are promoted they do not have the protection that the tenure system ensures, and in fact they probably have less protection than our non tenure-track faculty because they are not covered by the collective bargaining agreement. The workload issues they currently face make qualifying for promotion difficult.

The Executive Committee of Faculty Senate wanted to hear directly from the faculty what their attitude was toward the tenure-track system. All the full-time faculty expressed interest in being tenured and entering the tenure-track with a couple of provisions. They would like to make sure that the college faculty are permitted to develop their own criteria for tenure, which is the usual manner at Kent State, and they would like the workload adjusted so that it allows time for research and scholarly activity in order to actually qualify for tenure.

The Executive Committee also discussed shared governance, in particular Senate representation. At this point there are three different paths by which they might gain representation on Faculty Senate. These paths will be discussed shortly. There are a number of committees on which they should be represented. The Committee on Committees met last week to assign the committees but also to discuss some of the qualifications for membership. It was decided to remove the tenure-track requirement for EPC in the Committee on Committees Register. This will permit faculty from the College of Podiatric Medicine representation on the Graduate Council of EPC. They do not have any undergraduate responsibilities, so they only need to serve on the graduate EPC.

There are a number of committees that list the colleges represented and the College of Podiatric Medicine was added to those where appropriate. The Joint Appeals Board, Faculty Ethics Committee and Professional Standards Committee remain either tenure-track or tenured faculty only, either because they deal only with tenure-track issues or, in the case of the Ethics Committee, because tenure is necessary for protection against retaliation.

Vice Chair White made some personal observations on the discussion. He is happy to see that the administration is beginning to work toward integrating the College of Podiatric Medicine faculty into the KSU faculty. In the past, he does not think enough had been done to facilitate this process. In particular, it seems that the previous Provost made every effort to not integrate the College of Podiatric Medicine faculty. This included not letting them be either tenure-track or non tenure-track, not including them in either bargaining unit, creating an entirely new classification of faculty, and making several public misleading statements about the qualifications or desires of the College of Podiatric Medicine faculty. It is Vice Chair White's personal opinion that the case could be made that the associate professors and above could have been brought in with tenure. They were already essentially tenured in their system when the merger occurred.

Chair Farrell provided information on the number and type of faculty that he had been asked for previously. He stated that there are 12 faculty who were classified as full-time faculty, although one is in the process of resigning. Those 12 are officially in Kent State's accounting terms F6 (faculty full-time professional.) There are also 9 part-time faculty which are classified as F7 (faculty part-time professional) and 4 who are classified as full-time administrators classified U7 (unclassified full-time salaried.) Chair Farrell felt that at least half of those would be people who would be faculty administrators or have faculty status at Kent State, given the positions they are currently in. These include the CEO, Senior Associate Dean, and three Assistant Deans.

Chair Farrell recommended that the Senate proceed to the substantive motion. He explained that the motion required moving because it was not a committee recommendation, nor did it come from a charter and bylaws commission. He asked for a Senator to move the motion so it could be discussed. The motion was:

"To provide representation from the College of Podiatric Medicine it is resolved to add to the Faculty Senate Bylaws as (B)(1)(c) the following, and to renumber the following articles accordingly:

Full-time faculty in the College of Podiatric Medicine shall constitute a separate unit. The full-time faculty in the College of Podiatric Medicine will not be included in the overall census for determination of the number of at-large representatives or the number of non-tenure track representatives. The full-time faculty of the College of Podiatric Medicine shall be entitled to one (1) representative for the first ten (10) faculty members, a second representative for an additional fifty (50) faculty members, and one (1) additional representative for each fifty (50) faculty in excess of sixty (60)."

Senator Garrison moved the motion and Senator Dees seconded. The motion was placed before Senate for discussion.

Senator Deborah Smith stated that she strongly believes that there should be some sort of representation for the faculty of the College of Podiatric Medicine. She opposes the current motion because she believes that it actually gives the College of Podiatric Medicine rights that other non tenure-track faculty do not enjoy. It also gives their college a right to guaranteed representation from the college, that is not enjoyed by other colleges or other campuses, when they fall below a certain threshold. She would like to hear the other options for representation that Vice Chair White mentioned in his remarks.

Chair Farrell asked if there was anyone who wanted to speak in favor of the current motion. Senator Stoker requested that language be added that would grant representation for only two years until June 30, 2015. This would allow the faculty at the College of Podiatric Medicine to decide if they truly want faculty status and what their criteria would be. He made this as a friendly amendment. Senator Fox seconded the friendly amendment.

Chair Farrell clarified that the motion on the floor was now the motion to amend the previous motion and asked for any discussion. Senator Deborah Smith stated that she was not opposed down the road to something along the lines that was suggested, but because the motion now is to amend our bylaws along these lines, she did not think it would be appropriate to amend our bylaws to include a temporary status with any particular date. She thought it would be better to vote the original motion down and then think about a separate motion along the lines that Senator Stoker suggested. Senator Mangrum stated that it would be his inclination to vote no on this motion because he did not feel that, as important as the College of Podiatric Medicine faculty are, Senate should extend privileges to this group that do not exist for other faculty members in other colleges on the Kent Campus or in the regional system.

Chair Farrell asked if there was any other discussion on the amendment. Hearing none the Senate voted on the amendment. The amendment did not pass and the motion on the floor remained the original motion. Chair Farrell asked if there were any speakers for or against the motion.

Senator Hipsman asked the faculty of the College of Podiatric Medicine how this would impact their accreditation. Dr. Osher replied that they have a site visit from the Council for Podiatric Medical Education in December. If they are not given representation on Faculty Senate they could potentially be placed on probation. Dr. Belovich replied that, like all accrediting boards, they do not move at lightning speed. So they would keep it on the table as something that eventually has to be done. They would not immediately place them on probation. Senator Garrison inquired the latest date by which we could make a decision that would keep the Council for Podiatric Medical Education happy. Dr. Belovic replied that there is no set date, however, as long as it appears we are making progress on the issue the accreditation body will be happy. They normally would not step in unless it appeared that no progress was being made. Vice Chair White stated that the more immediate concern is the Higher Learning Commission. They are expecting a report by November 1 and expect some sort of progress.

Senator Feinberg stated that as he understood it, the major criticism of the motion is that it would treat faculty of different colleges differently. He felt that a solution to this would be to vote down the current motion and then replace it with a motion that amends the bylaws to say that every college at Kent State University is entitled to at least one representative on Faculty Senate. That way all of the colleges would be treated the same way and the College of Podiatric Medicine would be guaranteed a representative. Senator Kairis stated that the Faculty Senate charter actually says exactly that, that is that each academic unit (and it defines them as colleges, regional campuses, etc.) is entitled to representation. To him, it sounds like that principle is already present. Senator Feinberg replied that apparently the bylaws do not support that and would have to be changed to make them consistent because the bylaws require a certain threshold. Senator Kairis stated that he thought the premise of representation is established in the charter. Chair Farrell responded that the traditional interpretation of the charter was that each college would have representation but not representation in and of itself. What the bylaws specify is that, if there are fewer than 10 tenure-track faculty, the colleges combine to elect a representative, who represents both colleges. He did acknowledge that Senator Kairis is correct that there is in fact the possibility that other colleges or campuses will cease to be represented because they fall below the required threshold of 10 tenure-track faculty and that is perhaps a reflection of how the faculty have changed at Kent State University. Previously, he would have thought it was an unthinkable thing to have a college with less than 10 tenure-track faculty, but that has occurred over the last few years.

Senator Mangrum asked the College of Podiatric Medicine faculty how long they thought it would take for them to collectively classify themselves as tenure-track or one of the four classifications of non tenure-track, and whether that is something they were interested in doing. Dr. Osher replied that the faculty have stated that they are interested in doing this. As far as how long it would take, that would depend on Kent State's processes. They would have to work out the types of faculty rank and the processes with the Provost. Dr. Osher feels that their discussions with Provost Diacon have been very positive, but it was his understanding is that this could take 12 to 18 months. Provost Diacon stated that the time frame provided by Dr. Osher was accurate. Senate Mangrum stated that starting the process of classification of tenure-track or non tenure-track would show progress for inclusion into the regular rules of Faculty Senate.

At this time Vice Chair White introduced a substitute motion and Senator Deborah Smith seconded the motion. The motion was as follows:

"To provide representation from the College of Podiatric Medicine and other colleges, which may not meet the current requirement of 10 regular faculty for direct representation, it is resolved to amend the Faculty Senate Bylaws as follows:

Replace 3342-2-06 (B) (1) (d) with:

3342-2-06 (B) (1) (d) If an academic unit has fewer than ten regular faculty members, but the total number of full-time faculty members exceeds ten, then the electorate for that unit will consist of all full-time faculty members.

3342-2-06 (B) (1) (e) If an academic unit or the full-time non-tenure-track unit has fewer than ten members, the unit shall be represented in faculty senate elections through self-determined affiliation with another academic unit. The total number of faculty in the combined units shall determine the number of representatives to be accorded to them."

Senator Deborah Smith stated that she liked this motion because it solves the problem not only for the College of Podiatric Medicine but also for some of the other colleges and campuses that are in danger of falling below the threshold. Because this would be a change to the charter and bylaws it was her understanding that the Senate would have a hearing today on the substitute motion and then we would not vote on it until next time because of the two meeting rule. Senator Hipsman stated that Senate could suspend the two meeting rule and vote on the substitute motion today if they wanted to. Senator Deborah Smith replied that she was not sure it would be a good idea to vote on this today; rather Senate should wait and think it over. Chair Farrell stated that technically if Senate agreed to make it a substitute motion, then that motion becomes the motion on the floor. This sounds like an odd interpretation, but that is what Robert's Rules of Order say. Therefore Senate would be able to vote on it in the normal way. Chair Farrell did caution on voting on this motion today as it is a more substantive change to the bylaws, and it does change in a sense who Senate thinks should represent a college. He stated he is not opposed to it, but he did think it is a fairly major change.

Senator Deborah Smith stated that she would prefer to have the two meeting rule so Senate could look at the specific language and make sure it says exactly what they think it says and are comfortable with it, because "the devil is in the details" in these things. Chair Farrell expressed the same concern, that in some ways this is something he would normally want to see referred to a charter and bylaws commission so they could go through and resolve all the conflicts. Senator Garrison commented that it appears that Senate has some time to figure this issue out. We should not rush to vote on anything. He stated that there are two objectives that Senate is trying to accomplish. The first is to assist the College of Podiatric Medicine faculty toward its goal of Senate representation. We want to do that, but do it in the correct way. Secondly, Senate wants to maintain the integrity of the current faculty structure. The rationale for that is that we have the responsibility to work for what is in the best interest of the faculty at this university. He believes the current structure, which allows faculty to come into one of the bargaining units, is the best way of doing that. When you allow other special categories of faculty to exist alongside our current structure then that weakens not only future collective bargaining agreements that we may have, but it weakens our ability to engage in shared governance. We want to accomplish the goal of finding proper representation for our colleagues, but we need to find a way to integrate them effectively into the existing structure, because there are so many other things that depend on that. Senator Garrison was also concerned about establishing a precedent, where administration comes to the Senate to solve problems that originated because of some of the administration's decisions created them and they could have been avoided had they listened to Senate originally.

Senator Earp stated that last week, when the Executive Committee met with the faculty of the College of Podiatric Medicine, they were all very interested in tenure-track faculty lines. She is not opposed to the substitute amendment however her fear is that Senate is thinking about it in terms of fixing other problems that have not yet occurred. While there is the possibility down the road that there may be a college that has less than 10 tenure-track faculty, that has not yet occurred. She would prefer it if Senate did not go forward at this point until they know how long it would really take the faculty at the College of Podiatric Medicine to develop their tenure status, tenure-track lines, and tenure criteria. She also stated that, if Senate can show the Higher Learning Commission and the Council for Podiatric Medical Education that it is moving forward and making a good faith effort to do so, that it would satisfy the accreditation agencies. This would also bring them into the structure as it already exists and Senate would not have to change anything.

Senator Stoker stated as a non tenure-track representative, he would support this amendment. However, he is surprised that the tenure-track faculty does. It would ultimately dilute their power in terms of shared governance. If we don't want to amend the bylaws, allow wording that says temporary representation will be granted until the faculty of the College of Podiatric Medicine decide their destiny. Don't change the bylaws, just provide temporary representation for them. For one institution to absorb another that was already up and running is a fairly unique circumstance. Let's provide temporary representation, not on any official bylaws basis, just do it.

Senator Kairis responded to Senator Earp's comment about this being a special case for the College of Podiatric Medicine. His earlier point was that in his opinion the bylaws are out of sync with the charter. The beauty of this amendment, in his opinion, is it solves that problem in addition to accommodating the faculty from the College of Podiatric Medicine. He thinks that right now the bylaws are not consistent with the charter, and that is why he appreciates this amendment and believes it solves that problem.

Senator Mangrum stated that he did not think temporarily allowing a group of faculty members to have process or privilege that another faculty group does not have is acceptable. He does not believe in representative government where we have to temporarily suspend the rules for one group of people and not for everybody.

Senator Feinberg stated that the substitute amendment was acceptable to him. He believes there are two concerns. One is to ensure that the College of Podiatric faculty has representation. The other is to accomplish that without treating different colleges or different units differently. He believes that there are a couple of ways that that could be accomplished. The simplest way would be what he had originally suggested, which is simply to amend the bylaws to say that every college is entitled to at least one representative. However, he felt that the substitute motion that has been proposed would accomplish the same thing. He agreed that the question of whether or not a tenure-track system is created for the College of Podiatric Medicine is an important question, but believes that that could be a separate question. If either this motion or the original proposal that he made were to be accepted, then Senate could deal with the question of creating a tenure-track system separately and Senate would not have to feel rushed about it. Chair Farrell replied that one issue would be to specify who the electors are within the colleges. If Senate votes that every college has a right to representation, is the electorate just tenure-track faculty or if not, who is it? Senate would have to specify the electorate because even if we eliminate the rule about 10 tenure-track faculty, it still says the electorate is the tenure-track faculty which would not address the College of Podiatric Medicine issue.

Senator Mangrum asked Chair Farrell to define what was meant by the term "regular faculty members". Chair Farrell stated that a regular faculty member is one who has a regular appointment. That is to say an appointment, which carries with it the expectation of tenure, is an

academic, or is an administrator with academic rank. The only two groups defined in the charter and bylaws are regular faculty and non tenure-track faculty.

Senator Garrison asked if a faculty member from the College of Podiatric Medicine would comment on the discussion. Dr. Osher stated that they would like representation but understand that our system of shared governance is intricate. Dr. Belovich stated that while there is no urgency at the moment, this issue will need to be decided. The Council for Podiatric Medical Education is sanctioned by the Department of Education and they accredit podiatry schools, residencies, and continuing medical education. They have a set of standards that they expect colleges to follow. There is no immediate danger of being placed on probation or losing accreditation however, if in the future this issue is not resolved, there will be a point when they will say they have waited long enough and impose sanctions.

Senator Jahangiri, the representative from the Geauga Campus, stated he was in favor of the amendment because it would guarantee representation from each of the regional campuses. The Geauga Campus had been grouped with the Ashtabula Campus due to the 10 tenure-track faculty rule until four years ago.

Senator Earp stated that she would be more favorable towards the amendment if Senate were given something in writing from the Provost's Office stating that they would, together with the faculty of the College of Podiatric Medicine, work towards establishing tenure-track criteria. Perhaps it could also include a timeline so Senate feels that there is a lot of transparency going forward and we know how this will actually be handled. Provost Diacon replied that idea was perfectly fine with him.

Vice Chair White called the question. Senator Mangrum asked for clarification on what was being called. Chair Farrell replied that the question was to substitute the motion originally on the floor with the motion distributed to senators saying as (B)(1)(d), if an academic unit has fewer than 10 regular faculty members but the total number of full-time faculty members exceeds 10 then the electorate for that unit will consist of all full-time faculty members. And then to add for clarification it says (e) if an academic unit or the full-time non tenure-track unit has fewer than 10 members the unit shall be represented in faculty senate elections through self-determined affiliation with another academic unit. The total number of faculty in the combined units shall determine the number of representatives to be accorded.

Chair Farrell further clarified that what Senate would vote on now is to substitute the original motion to give specific representation to the College of Podiatric Medicine with this more general modification. The vote to substitute the original motion with the new motion passed, with two Senators voting against the motion.

Chair Farrell stated that the motion on the floor was now the one he read a few moments ago and explained that at this point Senate could either proceed to a vote on that motion, which would require two thirds majority to pass it, table it, or to postpone it to a definite or indefinite time in the future. If Senate wanted to consider later, the correct action would be to postpone it until a specific future meeting.

Senator Garrison moved that Senate postpone the vote on this issue until the September 2013 Faculty Senate Meeting. Senator Uribe-Rendon seconded the motion.

Senator Uribe-Rendon stated the proposal to postpone the vote makes sense since it is still unclear exactly what the future status of the faculty at the College of Podiatric Medicine will be.

The motion to postpone a vote on the substantive motion until the September 2013 meeting passed unanimously.

## **8. New Business (Action Items):**

### **a. Academic Affairs Strategic Plan**

Dean Wearden and Dr. McDougall presented the final draft of the Academic Affairs Strategic Plan. They thanked Sally Kandel who was the liaison to the Provost's Office. They also thanked the Provost, who was not only open to, but very encouraging of, a process that was broadly participatory and quite transparent.

The plan, in Dean Wearden's estimation, focuses on individual and collective success, students, faculty, staff, and on the university across the board. It focuses on effective communication and it focuses on integrating the strategic priorities of the university so that we have a more cohesive and organic professional life here.

Provost Diacon thanked Dean Wearden, Dr. McDougall and Sally Kandel for their outstanding work on the project.

A motion to support the Academic Affairs Strategic Plan was made (Vice Chair White/Senator Dees). The motion passed unanimously.

### **b. 3342-5-17 University policy regarding study abroad and other international travel**

Chair Farrell stated that this is a new policy and it is intended to clarify the university rules and procedures particularly in the case of the study abroad and international travel in cases of travel warnings.

Senator Fred Smith stated that he has been leading study abroad trips for the last 10 years and, while these policies were not official, they have been the practice. He has read over the policy and is in full support of it.

The policy was approved unanimously.

### **c. 3342-5-18 University policy regarding establishing relationships with universities and educational institutions abroad**

Chair Farrell stated that this is also a new policy. There was no discussion on the policy.

The policy was approved unanimously.

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

Senator Hipsman read a letter that she had prepared in memory of Professor Erica Lilly to request that faculty members donate unused sick leave to the sick leave pool. The letter is attached.

Provost Diacon stated that it has been a great year with the Faculty Senate Executive Committee. He thanked them for their hard work and help in dealing with several issues. He also thanked the Senate for a very good year as well. He thanked faculty at the College of Podiatric Medicine. He has had the privilege of meeting with them once every three weeks for a semester. They work very hard and they bring a lot to Kent State.

## **10. Adjournment**

Chair Farrell adjourned the meeting at 5:35 p.m.

Respectfully Submitted,  
Vanessa J. Earp, Secretary Faculty Senate

## Paul Farrell - Remarks to Faculty Senate, May 13, 2013

Welcome to the May meeting of Faculty Senate, the final meeting of the 2012-13 session.

I would particularly like to welcome the new Senators-elect who are joining us for the first time today, Willie Harrell, Oana Mocioalca, Beatrice Turkoski, Jayne Moneysmith and Mary Beth Rollick, and also Mary Kellerman who is replacing Jarrod Tudor as an NTT representative.

I would like to extend my thanks and that of the University to all the Senators who have served so diligently over the past year, and particularly to those, whose terms have been completed. These include Senators Ratchneewan Ross, Jonathan Selinger, John Stoker and James Tyner, and also Mike Mikusa who I believe is also retiring from Kent State this year.

I would also like to extend my gratitude and that of Senate to my fellow members of the Executive Committee of Faculty Senate: Vice-Chair Don White, Secretary Vanessa Earp, At-Large member George Garrison, and Appointed members Lee Fox and David Dees I believe that your contributions on the Executive Committee enabled us to establish a more collaborative mode of interaction with the administration, while still representing faithfully the views of Faculty Senate and the faculty at large.

I would also like to thank all of you who filled out the Faculty Senate survey and encouraged your colleagues to do likewise. The willingness of faculty to serve on the many committees is important to the effective functioning of shared governance.

I would like to mention a few other events that have occurred since our last meeting or are scheduled to occur soon:

I would like to thank David Dees, Lee Fox and George Garrison for organizing our Faculty Senate Forum "Responsibility Center Management – a Review" and the panelists Greg Floyd, Denise Zelko, John Crawford, Andrew Tonge and our Indiana participants Craig Dethloff and Herb Terry.

On Monday May 6, the Faculty Senate Executive travelled to the College of Podiatric Medicine to meet with the faculty there. The meeting lasted 3 hours and covered a number of issues on which information had been requested by Senate, together with other issues of concern to the faculty there. I circulated a report outlining the discussions there and also some related actions on incorporating CPM faculty on other Senate committees at the end of last week.

I also circulated last week the motion on workload passed by the Ohio Faculty Council meeting in April for the information of Senate. You may recall that the Ohio House addition to the budget bill, which partly prompted this, was removed.

In addition to the approval of the Graduate degrees in Architecture and Nursing passed by the Faculty Senate in April, the policy on Distinguished Ranks is also scheduled for approval by the Board of Trustees at their meeting tomorrow.

I would like to take a moment to remember Senator Erica Lilly, for whom a memorial service took place today in the Library. When I gave my address last May, we had all been optimistic for her recovery after her liver transplant. Alas it was not to be. Erica served faithfully on the Senate and on the Executive for a number of years, and we shall miss her.

On a matter of procedure, since we have so new Senators among us, I would like to remind Senate that any discussion item can be made an action item by a vote of Senate, and that any actions item can be tabled either until a definite date, indefinitely, or until it has been considered by a subcommittee of Senate.

I would now like to outline the new business to be addressed. We have a brief report on the University Climate Study (by Melody Tankersley). Old business consists of the motion on representation for the College of Podiatric Medicine. New business includes a presentation and vote on the Academic Affairs Strategic Plan and votes on:

- 3342-5-17 University policy regarding study abroad and other international travel.
- 3342-5-18 University policy regarding establishing relationships with universities and educational institutions abroad.

Finally let me remind you of the reception at President Lefton' s house this evening at 6pm. In view of this, we hope to conclude this meeting by 5:30pm unlike the last two Senate meetings.

Thank you

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Dear Senate Friends,

This afternoon, some from the School of Library and Information Sciences and from the Library staffs joined with other faculty to remember our Senate colleague, Erica Lilly.

What we remember most about Erica was her indomitable spirit, her attention to detail and her love of her work.

When she was ill, many gave "time" in so many ways because Erica never asked and she was always there with a smile for you. We were all shocked when she unexpectedly died. Gone was her smile.

But we can bring smiles to others' faces. Every year, a few KSU workers are hit by illnesses so serious that they do not have the time "banked" to cover their absences.

Luckily for most faculty, we don't use as much of our sick time because of our flexible schedules. But those in clocked hourly jobs are given fewer hours and are expected to clock those hours missed much more closely.

As some of us look toward retirement now or in a few years, we realize that we have more than a 1,000 hours built up. The university will generously pay us for about 240 of those hours at the end of our time in Kent. The rest? It just disappears.

Unless.

YOU can easily donate 80 hours a year (two weeks) to another KSU employee who has run out of sick time. These usually are our custodians, physical plant employees, cashiers, secretaries, etc.

And, it's simple. The form is in HR if you search Leave Donation. You don't need to name someone specific, just the number of hours. **YOU MUST DO THIS BEFORE YOUR FIRST RETIREMENT DATE, SO THE TIME IS NIGH FOR THOSE RETIRING JUNE 1.**

We all hope we won't ever be on that list. Donating some of our accumulated time is just good karma. Won't you give just a few each year?

Thanks. Barb Hipsman, Assoc. Professor,  
Journalism, Retiring 6/1/13  
330-678-0681

# KENT STATE UNIVERSITY

## CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **4/29/13**

Curriculum Bulletin \_\_\_\_\_

Effective Date **Fall 2013**

Approved by EPC \_\_\_\_\_

Department \_\_\_\_\_

College **select one**Proposal **Establish Policy**Proposal Name **Academic Standing—Graduate**

Description of proposal:

**Currently, there is a policy on academic standing in the catalog, but it pertains to undergraduate students only. For graduate students, pertinent information is scattered throughout the catalog, or is missing from the catalog altogether. The proposed policy attempts to address these limitations by including relevant information in one location to ensure students are fully informed about university and program requirements and expectations. Further, the proposed policy will align our existing policy with best practices in graduate education.**

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

**Much of the proposed policy reflects existing practices, so there will be minimal impact. Programs may need to update materials, both printed and electronic, to reflect the new policy.**

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

**The proposed policy was developed by the Graduate Studies Administrative Advisory Committee (GSAAC), with consultation from graduate coordinators within their respective colleges.**

### REQUIRED ENDORSEMENTS

 \_\_\_\_\_  
 Department Chair / School Director

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 Campus Dean (for Regional Campuses proposals)

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 \_\_\_\_\_  
 College Dean (or designee)



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 Dean of Graduate Studies (for graduate proposals)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

4/29/13

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

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DIVISION OF GRADUATE STUDIES

**TO:** Therese Tillett, Director, Curriculum Services  
**FROM:** Mary Ann Stephens, Dean, Graduate Studies *maps*  
**DATE:** April 29, 2013  
**SUBJECT:** Policy on Academic Standing—Graduate

Following a comprehensive review of the policies at several other universities, the Graduate Studies Administrative Advisory Committee developed the proposed policy. The proposed policy is intended to replace the current policies on dismissal and dismissal appeals.

Please let me know if you have any questions.

## Proposal Summary for a Policy Academic Standing—Graduate

### Subject Specification:

Develop policy on academic standing for graduate students.

### Background Information:

The proposed policy was drafted following a review of the policies at five other universities: Ohio State University; University of Cincinnati; Arizona State University; University of Washington-Seattle; and University of Wisconsin-Madison. Two graduate students assisted with data collection and the initial draft of the policy. The Graduate Studies Administrative Advisory Committee (GSAAC), with consultation from graduate coordinators within their respective colleges, developed the final proposal.

Currently, there is a policy on academic standing in the catalog, but it pertains to undergraduate students only. For graduate students, pertinent information is scattered throughout the catalog, or is missing from the catalog altogether. The review of policies from other universities revealed:

- 1) All five universities (OSU, UC, ASU, UWash, and UWisc) have a policy on academic standing for graduate students. To be in good standing, all five universities require that students maintain a 3.0 GPA or better and make reasonable progress toward their degree (as determined by the graduate program). ***At KSU, there is no policy on academic standing for graduate students. The policy on academic dismissals mentions “good academic standing,” but only as it pertains to grades. To ensure that students are aware of expectations, a policy on academic standing that is separate from the dismissal policy is needed. Moreover, the stated policy should include criteria in addition to the GPA (e.g., progress toward degree and other program requirements).***
- 2) Four of the five universities (UC, ASU, UWash and UWisc) include specific information on grading, such as stating that “incomplete” grades may reflect lack of academic progress. ***KSU’s policy on academic dismissals discusses grades, but it only superficially addresses the issue of grading.***
- 3) Four of the five universities (OSU, ASU, UWash and UWisc) have policies on academic probation, which require that students be placed on probation before they are dismissed. At OSU, ASU and UWisc, the graduate school monitor’s students’ grades and places students on probation (progress toward degree is monitored by the program). At UWash, both the GPA and progress toward degree are monitored by the program. At all four universities, the final decision is made by the graduate dean (upon recommendation by the program). ***KSU does not have a policy on probation.***
- 4) All five universities require that students follow normal university academic grievance procedures to appeal dismissals. ***KSU currently has a separate appeal process intended for academic dismissals only. The proposed policy will direct students to appeal any academic grievance (including an academic dismissal) through a general academic appeal process.***

Proposal Summary for a Policy  
Academic Standing—Graduate

The proposed policy attempts to address these limitations by 1) providing a definition of good academic standing that takes into account GPA, progress toward degree and other program requirements; 2) including information on grades and grading; 3) outlining a process for probation, academic dismissals and non-academic dismissals; and 4) explaining which responsibilities belong to the student, the program, the college and the graduate school.

**Alternatives and Consequences:**

The alternative is for KSU to leave the current policy language in place. As a consequence, expectations will remain ambiguous to students and programs/colleges.

**Specific Recommendation and Justification:**

The specific recommendation is to develop policy on good academic standing, outline a process for probation and revise the current catalog language on academic dismissals for publication in the 2013-14 university catalog.

The rationale for developing/revising the policy is to:

- 1) Codify existing practices;
- 2) Ensure that students are fully informed about university and program requirements and expectations; and
- 3) Be more consistent with best practices in graduate education.

**Timetable and Actions Required:**

EPC Approval, May 2013  
Effective, Fall 2013

**Academic standing - Graduate****Dismissal**

Kent State University 2012 Catalog > Academic Policies > **Academic standing - Graduate**

**Dismissal**

~~Graduate~~ Good academic standing indicates that the student is meeting university and program requirements and is making satisfactory progress towards his or her degree. The definition of satisfactory performance and progress toward completion of the degree may differ among degree programs; therefore, it is imperative that each graduate program have these requirements in writing and distribute them to graduate students. The academic performance and progress of each student should be reviewed at least annually. Students who fail to meet requirements should be provided with a written explanation of performance expectations and a timetable for correction of deficiencies.

~~Grading. Only work of high quality is approved for graduate credit.~~ Graduate students are expected to maintain a minimum 3.000 average GPA in all work attempted at Kent State ~~graduate point average.~~ \* A graduate student who receives a combination of more than ~~8-eight~~ credit hours of grades lower than B- (2.3,7000) is subject to dismissal. A graduate student who receives ~~or lower grades, or more than 4-four~~ credit hours of grades lower than C (2.000) is also subject to dismissal. Some programs impose higher standards.

~~A student who fails to maintain a 3.000 average is subject to dismissal. Courses taken for satisfactory/unsatisfactory (S/U) grades are counted toward completion of degree requirements. Grades of Satisfactory (S) are awarded credit hours, but do not affect the grade point average. Grades of Unsatisfactory (U) are recorded as attempted hours, and are counted as an F in computing grade point averages. Grades below C (2.000) are not counted toward completion of requirements for any advanced degree, but are counted in evaluating a student's computing grade point averages. In addition, in order to qualify for graduation, a 3.000 average must be maintained for all graduate coursework. Courses taken for audit (AU) are not counted toward fulfilling minimum degree requirements, and do not affect grade point average. Grades of Incomplete (IN), In Progress (IP) and Withdrawal (W) are not used in computing grade point averages. Only graduate course credits count toward a graduate degree. Undergraduate course credits are not counted toward completion of any advanced degree. Dismissal may be recommended by the chair (or director) of the student's department to the college dean, or the college dean may request the action of the department chair, or action may be recommended by the college dean's designee.~~

~~When a department has determined that the number of in progress (IP) or incomplete (IN) grades on a student's record indicates poor progress toward completion of a degree, it may recommend to the college dean dismissal of the student.~~

~~In determining a graduate student's grade point average, all graduate courses attempted by the student while in a Kent State University graduate program are included in the computation. A change by a graduate student from one department or program to another does not eliminate the grades received under the first enrollment from , which are computed in the student's grade point average. Graduate (but not undergraduate) courses taken by the student over and above those required for the student's program are included in the grade point average.~~

\* Students seeking the Doctor of Podiatric Medicine degree are expected to maintain a minimum 2.000 grade point average.

**Progress Toward Degree Completion.** All graduate students are expected to meet university and program requirements, and to make systematic progress toward completion of their degree. This

progress includes satisfying the conditions listed below, and achieving the requirements set by the individual degree program. If a student fails to satisfy the requirements of his or her degree program and/or the conditions outlined below, the student may be dismissed from the program.

1. Maintain status as a degree-seeking student by registering for at least one graduate credit that contributes to degree requirements (as determined by the graduate program) each calendar year or by taking an approved leave of absence. Courses taken for audit and course withdrawals will not be counted as fulfilling the minimum enrollment requirements. Meeting this minimum enrollment requirement does not guarantee the student will meet the minimum requirements of other programs, offices or agencies.
2. Doctoral students must comply with the time limits for passing candidacy (five years from first enrollment) and for passing the final oral examination (five years from candidacy). Individual degree programs may have shorter time limits.
3. Satisfy the maximum time limit for graduation (six years from first enrollment for master's students, ten years from first enrollment for doctoral students entering with a bachelor's degree, nine years from first enrollment for doctoral students entering with a master's degree). Individual degree programs may have shorter time limits.

In addition to the performance and progress made upon the conditions listed above, individual degree programs will review student performance in the fulfillment of the degree program's requirements. Consideration may include, but is not limited to, such factors as performance during informal coursework and seminars, research capability and performance, professional standards of conduct and the number of AU, IN, IP and W grades on a student's record.

### **Review of Academic Performance**

Each graduate program should review the academic performance and progress of its students, according to university and program requirements, at least once per academic year. Reviews may result in one of four outcomes:

Dismissal. The student has failed to meet requirements.

Probation. The student's performance and/or progress is unsatisfactory.

Warning. The student's performance and/or progress falls slightly below expectations.

No action. The student's performance and progress are satisfactory.

**Academic Dismissal.** Review of a student's performance and progress may result in a recommendation for academic dismissal. Recommendations for dismissal must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision. The Registrar is notified by the academic college dean, and the student is immediately removed from the graduate program.

At the College of Podiatric Medicine, recommendations for dismissal are communicated by faculty to the college dean. The final decision rests with the Academic Appeals Committee. The Director of Student Academic Services is responsible for providing the student with written communication regarding the decision. The Registrar is notified by the college dean, and the student is immediately removed from the graduate program.

**Non-academic Dismissal.** In certain programs in which professional success depends upon factors other than those measured by normal evaluations in coursework, a department program has the right to separate from the program dismiss a student who, in the opinion of a duly constituted departmental committee, is not likely to succeed professionally despite earning acceptable grades meeting academic requirements. Such expectations for performance must have been communicated to students in writing at the time of admission. Recommendations for dismissal must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision. The Registrar is notified by the academic college dean, and the student is immediately removed from the graduate program. Programs, along with the factors involved, are listed with the college dean. Administrators of these programs will inform the student upon admission of the nature of the assessment and the process by which it is made. A student separated from such a program has the right to appeal the decision. Information on the process of appeal is available in the office of the college dean, appropriate academic offices and student services offices upon request.

**Probation.** Review of a student's performance and progress may result in a recommendation for probation. Probation may be recommended for a student who deviated suddenly and substantially from program expectations, for a student who was previously issued a warning and did not correct the deficiency which caused the warning, or for a student who was previously issued a warning and corrected the deficiency but failed additional performance requirements. A graduate program may recommend numerous semesters of probation for a student, but only one semester may be recommended at a time.

Recommendations for probation must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. Recommendations must include expectations for future performance and a timetable for the correction of deficiencies. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision and expectations for future performance. The Registrar is notified by the academic college dean, and the student is immediately placed on probation.

Students on probation will be reviewed by the program at least once each semester. The review may result in return to good academic standing, continued probation or dismissal from the program. To return to good academic standing, the student must have corrected the deficiency which caused the probation decision, as well as continued to meet other program and university requirements. Coursework used in raising the student's grade point average must be a part of normal degree requirements and must be approved in advance by the program.

When a review results in the determination that a student should return to good academic standing, the student's name and the recommendation must be transmitted by the head of the graduate program to the dean of the academic college. If the academic college dean accepts the recommendation, the student will be placed in good academic standing.

**Warning.** A warning may be issued to a student if the student's performance and/or progress falls slightly below expectations (e.g., failure to make timely progress on thesis or dissertation; cumulative grade point average is above 3.000, but term grade point average is below 3.000). Warnings are documented by the graduate program and may be communicated to the academic college dean, but are not reported to the Registrar. The student is provided with written communication regarding the

warning, including expectations for future performance and a timetable for the correction of deficiencies.

**No action.** If a student's performance and progress are satisfactory, the program may provide the student with written communication regarding their satisfactory performance and progress in the degree program.

### **Graduate Assistants**

A student may not be appointed or reappointed as a graduate assistant while on probation.

### **Leaves of Absence**

Students who are on an official leave of absence cannot be recommended for probation or dismissal.

### **Appeals**

A student who is dismissed has the right to appeal the decision. Appeals must follow the process outlined in the university policy on academic grievances.

#### **Dismissal Appeals**

Kent State University 2012 Catalog > Academic Policies > Dismissal Appeals

A student who is dismissed has the right to appeal the decision. Appeals must be made in writing to the college or campus at which the student was enrolled at the time of the dismissal.

The appeal letter must be composed, typed and signed by the student. The appeal letter may be delivered personally or sent by mail, fax or e-mail from the student's kent.edu account, and must include all pertinent documentation for the appeal to be considered. Appeal letters for dismissals must be received by the college or campus no later than 14 calendar days after final grades are posted on the student's FlashLine account. Dates when final grades are posted can be found at the calendar page of the Office of the University Registrar website.

Appeals must be based on recent circumstances that were beyond the control of the student. Appeal letters must include the following:

1. An explanation of the extenuating circumstances, such as personal illness/injury, critical family illness or other situations of sufficient severity that they may have adversely affected academic performance. These circumstances must be documented by providing physician statements or other appropriate official documents.
2. Proof of consistent satisfactory academic performance prior to the occurrence of the circumstances believed to be the cause of the dismissal. These efforts must be documented by course instructors, and their statements must be submitted on university letterhead or sent from each instructor's Kent State e-mail address. If errors have occurred for one or more reported grades, the course instructor must verify that a grade change has been submitted.
3. An explanation of why action such as course withdrawal, complete term withdrawal, request for an incomplete grade, etc., was not taken before the end of the semester.
4. A detailed plan of action for achieving academic success for any future enrollment at Kent State University.
5. The student's full name, Kent State ID number, current and permanent mailing addresses, current and permanent telephone numbers and Kent State e-mail address.

Appeals that do not meet these guidelines will not be reviewed.

# KENT STATE UNIVERSITY

## CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **15-Apr-13** Curriculum Bulletin \_\_\_\_\_Effective Date **Fall 2013** Approved by EPC \_\_\_\_\_

Department \_\_\_\_\_

College **PH - Public Health**Proposal **Revise Academic Unit**

Proposal Name **Combining the Department of Epidemiology and Biostatistics and the Department of Environmental Health Sciences into the Department of Biostatistics, Environmental Health Sciences and Epidemiology.**

Description of proposal:

**This is a proposal to combine two existing departments in the College of Public Health into the combined Department of Biostatistics, Environmental Health Sciences and Epidemiology.**

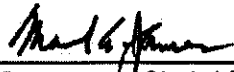
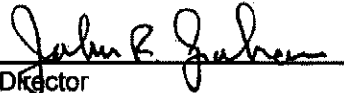
Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**There is no impact on other programs or policies. There will be one department chair for the combined department and the support staff will remain the same (shared between the College of Public Health departments).**

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

**The FAC of the Department of Epidemiology and Biostatistics and the FAC of the Department of Environmental Health Sciences voted in favor of this reorganization. In addition, the College of Public Health CAC has voted in support of this action.**


### REQUIRED ENDORSEMENTS

   
 Department Chair / School Director

04 / 15 / 13

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 Campus Dean (for Regional Campuses proposals)

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 College Dean (or designee)

4 / 15 / 13

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 Dean of Graduate Studies (for graduate proposals)

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

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**KENT STATE UNIVERSITY  
COLLEGE of PUBLIC HEALTH**

**COLLEGE ADVISORY COMMITTEE (CAC)**

**FRIDAY, APRIL 12, 2013**

**LOWRY HALL, ROOM 333**

**1:00PM-2:00PM**

**MEETING MINUTES**

Meeting called to order at 1:00 p.m., Sonia Alemagno.

**Committee Members Present:** Sonia Alemagno, Committee Chair, F. Charles Hart, Melissa Zullo, Madhav Bhatta, Billy Oglesby, Christopher Woolverton, Vinay Cheruvu, Jingzhen (Ginger) Yang

**Non-members Present:** Ken Slenkovich, Karen Kichton

**I. Consolidate Departments**

The CAC discussed the proposal from the Department of Environmental Health Sciences and Department of Epidemiology and Biostatistics to consolidate into one department.

Woolverton made the motion to combine the departments; Bhatta seconded the motion; all members present voted in favor; the motion was unanimously carried.

Woolverton made the motion to name the combined department the Department of Biostatistics, Environmental Health Sciences and Epidemiology; Bhatta seconded the motion; all members of the CAC voted in favor; the motion was unanimously carried.

**II. Annual Budget Review**

Alemagno presented the overall college budget and the CAC discussed options for cost containment and increasing MPH enrollment.

**III. Space**

Space for in Lowry Hall is limited. Departments will be moved and located in close proximity. Student Services and the Educational Technology Designers will be moved to the first floor of Lowry. As space becomes available departments will be moved to Moulton Hall.

#### **IV. Summer Meetings**

Members of the CAC are willing to meet in person or correspond and vote by email over the summer.

CAC at-large members will stay on for the next year.

Meeting adjourned at 2:00 p.m.

Minutes respectfully submitted.

Karen Kichton

## **Proposal Summary to Establish or Revise an Academic Administrative Structure**

### **Combining two departments into one in the College of Public Health to form the Department of Biostatistics, Environmental Health and Epidemiology.**

**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.**

There will be no change in the faculty and no impact on the students and programs other than that the Department of Epidemiology and Biostatistics and the Department of Environmental Health Science will now form one FAC, one departmental structure with associated departmental committees and will be under the direction of one department chair. All degree programs remain intact.

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

This change is prompted in response to concerns that the two departments are unable to implement the governance structure for the Promotion, Tenure and Reappointment process due to a lack of senior and tenured faculty. The combined department will be in compliance with University policy and the Collective Bargaining Agreement of 8/19/2012.

**3. Comparative advantage versus other structures.**

The comparative advantage is the ability to comply with the governance structure, shared resources including research laboratories, and a saving in administrative cost with the elimination of one chair position.

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

This unit will now comply with Kent State University policies.

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

An administrative unit for these specializations is required for Council on Education in Public Health (CEPH) accreditation.

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

There are no duplication or interrelatedness issues.

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

The efficiency is a shared administrative structure (one department chair) and shared laboratory resources.

**8. Administrative reporting structure.**

The Department of Biostatistics, Environmental Health and Epidemiology will report to the department chair who will report to the Dean of the College of Public Health.

**9. Space and capital budget needs.**

All space and capital budget needs have been addressed.

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

There are no additional one-time resource needs.

**11. Evaluation procedures including academic assessment procedures.**

The evaluation and academic assessment procedures remain in place as approved previously.

**12. A timetable for proposal implementation.**

The combined department will be effective Fall of 2013.

**KENT STATE UNIVERSITY  
COLLEGE of PUBLIC HEALTH**

**EPIDEMIOLOGY / BIOSTATISTICS FACULTY MEETING**

**THURSDAY, APRIL 4, 2013  
LOWRY HALL, ROOM 333  
1:00 p.m. – 2:00 p.m.**

**MEETING MINUTES**

**Present:** Heather Beaird, Madhav Bhatta, Vinay Cheruvu, Abbey Eng, Jack Graham, Chair, Michael Moser, Lynette Phillips, Melissa Zullo.

1. The meeting was called to order at 1:00 p.m.
2. Minutes for the 3/20/13 faculty meeting were approved with a change indicating that the Summit County Health Department (not Akron) is interested in funding a graduate assistant for 2013-14.
3. Graham reminded faculty that, if they have not already done so, they should contact the senior faculty who will be reviewing their teaching.
4. Tara Smith (Epidemiology) and Vinay Cheruvu (Biostatistics) were elected to the College Advisory Committee for 2013-14.
5. There was discussion of the proposed consolidation of the Department of Epidemiology and Biostatistics with the Department of Environmental Health. One faculty member raised concerns about how the merger could negatively affect our accreditation review because we would not have a separate department. This person also suggested that the merger could cause some at the State level to believe that we really should not have a Ph.D. in Epidemiology if we do not have a separate department. There was also concern expressed about the proposed name for the new department. There was strong sentiment that the name should include Epidemiology and Biostatistics. Phillips moved that department faculty support the proposed merger contingent on the new department have a name that is acceptable to EPI/BST faculty, and the motion was seconded by Grey. The motion passed (7 yes, 0 no, 1 abstain).
6. The document describing doctoral examination procedures was discussed. There was unanimous agreement with the document.
7. The document describing doctoral examination procedures was discussed. Several concerns were raised.
  - a. There was strong concern about the oral part of the process. Faculty did not favor having an oral exam in EPI/BST to defend the written exam. They argued that in our area the answers to exam questions are either correct or incorrect and nothing would be served by having the students defend written answers.
  - b. There was concern about faculty having to grade the second part of the exam within a week. This grading period was viewed as too short given other responsibilities of faculty.
  - c. The way the document reads it seems that students would get one grade for the two parts of the exam and that if they fail they would have to take both parts again.

even if they passed one of the parts. Faculty favored having students retake only the part(s) that they failed.

d. The suggestions are that:

- i. Departments have the option of giving or not giving an oral exam.
- ii. Faculty should have two weeks to grade the second part of the exam.
- iii. Students should only have to retake the part(s) of the exam that they failed.

8. The meeting was adjourned at 2:10 p.m.

**KENT STATE UNIVERSITY  
COLLEGE of PUBLIC HEALTH**

**ENVIRONMENTAL HEALTH SCIENCES DEPARTMENTAL MEETING**

**APRIL 2, 2013**

**LOWRY HALL, ROOM 136**

**10:00 a.m. – 11:00 a.m.**

**MEETING MINUTES**

Meeting was called to order at 10:00 a.m. by Mark James.

**Present:** Yijing Chen, Chuck Hart, Mark James, Shanhu Lee, Maggie Stedman-Smith, Tomas Tamulis, Chris Woolverton

**I. Approval of Minutes: March 12, 2013**

Hart moved to approve the minutes of the March 12; Stedman-Smith seconded the motion; the members present voted unanimously to approve the minutes.

**II. EHS in the News**

Shanhu Lee talked about her NSF award of \$330,000 to conduct field atmospheric air measurements in Centreville, AL this summer. She will be working with 200 other PIs involved in various aspects of the study. Chris Woolverton discussed his NSF-funded Small Business Innovation Grant award which he received together with post-doctoral candidate Jim Ferrell. They will be working with Sterionics on biofilm research. Chuck Hart described an award that he received from the National Environmental Health Association for the 2013-14 Sabbatical Exchange fellowship program. He will get the opportunity to visit and study five undergraduate bachelors in environmental health degree programs throughout Canada, May-June 2014.

**III. Culminating Experience Exam**

M. James reported that 4 EHS students took their culminating experience exam on March 20. College faculty will participate in grading the exams; grades are due to Billy Oglesby by April 15.

**III. Practicum Presentations**

M. James reminded faculty of MPH student practicum presentations on April 5, 9 and 15, 2013 in the Moulton Ballroom. Two EHS students, Mary Tatum and Uche Adigwe, will be presenting. C. Hart mentioned that it would be helpful if the respective practicum titles are listed on future presentation announcements.

**IV. Center for Ecology and Natural Resource Sustainability**

C. Hart and C. Woolverton described the history of the Center for Ecology and Natural Resource Sustainability. John Hoornbeek had forwarded information on the center, thinking that

departmental faculty may want to become affiliated. There was general consensus that such collaborations would be beneficial to the department.

#### **V. CAC Elections**

Elections for departmental representative to the CAC were held. Chris Woolverton was elected as departmental representative for the remainder of AY 12-13. Shanhu Lee was elected to serve as the EHS representative for AY 13-14. Both were elected as follows: 6 in favor; 0 against; 0 abstentions.

#### **VI. Proposed New Departmental Structure**

M. James discussed the proposal by college administration to establish a new departmental structure for the college. In essence, the college would move from the current 4-department organization to 3 departments: Department of Social and Behavioral Sciences, Department of Health Policy and Management; the third department involving a merger of two existing departments, the Department of Epidemiology and Biostatistics, and the Department of Environmental Health Sciences, thus becoming a new Department of Environmental and Quantitative Health Sciences. Considerations for the new organization involve around CEPH accreditation, CBA and RPT capabilities, and the need to adequately cover participation on dissertation committees. S. Lee questioned the need for "departments" per se, given our small number of faculty. She also advanced the position that two departments—Social and Behavioral Sciences, and Health Policy and Management—should also consider consolidation. C. Woolverton reminded that our consideration today was to approve the consolidation of the two latter departments (Epidemiology and Biostatistics; Environmental Health Sciences) into one Department of Environmental and Quantitative Health Sciences. Motion was forwarded by Lee, seconded by Woolverton. The motion passed (3 in favor, 0 against, one abstention) [M. Stedman-Smith had to leave the meeting at 10:35 AM, but indicated a favorable vote in advance of her departure].

#### **VII. Announcements/Other**

M. James announced that this week is National Public Health Week. Students have worked to organize various events throughout the week in the KSU Student Center, with participation by vendors, organizations, and a college Graduate Fair. C. Hart reported on the HAZWOPER course. C. Woolverton cautioned that the Ohio Department of Health would discontinue surveillance detection of West Nile Virus in mosquitoes. The City of Kent has proposed that the College might want to consider the logistics needed to offer testing for the city.

Future meeting dates: Apr. 16, Apr. 30, May 14.

Meeting was adjourned at 10:50 a.m.

Meeting minutes respectfully submitted,  
Mark James

# KENT STATE UNIVERSITY

## CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **12-Apr-13** Curriculum Bulletin \_\_\_\_\_Effective Date **Fall 2014** Approved by EPC \_\_\_\_\_

Department \_\_\_\_\_

College **RE - Regional College**Degree **BS - Bachelor of Science**Program Name **AGRI** Program Banner Code \_\_\_\_\_

Concentration(s) \_\_\_\_\_ Concentration(s) Banner Code(s) \_\_\_\_\_

Proposal **Establish program**

Description of proposal:

**To offer a Bachelor of Science degree in Agribusiness. This degree program will be administered by the university's Regional College and will initially be offered at the Tuscarawas Campus with the opportunity for future expansion to other campuses.**

Does proposed revision change program's total credit hours? ☐ Yes ☐ NoCurrent total credit hours: \_\_\_\_\_ Proposed total credit hours **121**

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

**A full time faculty member in Agribusiness will be hired, as well as several adjuncts, for the Agribusiness courses. Since this course is part of a new degree, enrollment should increase.**

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

**The following units within Kent State were consulted: Kent State College of Business, Tuscarawas Academic Affairs Committee, Tuscarawas Faculty Advisory Council, Tuscarawas College of Business Faculty, Tuscarawas Business Management Faculty**

### REQUIRED ENDORSEMENTS

 \_\_\_\_\_  
 Department Chair / School Director

 \_\_\_\_\_  
 \_\_\_\_\_

 \_\_\_\_\_  
 Campus Dean (for Regional Campuses proposals)

 \_\_\_\_\_  
 \_\_\_\_\_

Wanda Thomas  
 College Dean (or designee)

4/24/13  
 \_\_\_\_\_

 \_\_\_\_\_  
 Dean of Graduate Studies (for graduate proposals)

 \_\_\_\_\_  
 \_\_\_\_\_

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

 \_\_\_\_\_  
 \_\_\_\_\_



Board of Regents

University System of Ohio

Request for Approval

Submitted by  
Kent State University

Establishment of a  
Bachelor of Science Degree in  
Agribusiness

19 September 2013  
*anticipated*



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## REQUEST

**Date of submission:** 19 September 2013 *anticipated*  
**Name of institution:** Kent State University  
**Degree/degree program title:** Bachelor of Science degree in Agribusiness

**Primary institutional contact for the request**

**Name:** Therese E. Tillett  
**Title:** Director, Curriculum Services, Office of the Provost  
**Phone number:** 330-672-8558  
**E-mail:** ttillet1@kent.edu

**Delivery sites:** Tuscarawas Campus

**Date that the request was approved by the institution's governing board:**

*Anticipated approval dates* Approved by the Kent State University Faculty Senate on 15 July 2013, and Board of Trustees on 18 September 2013.

**Proposed start date:** Fall 2014

**Date Institution established:** 1910

**Institution's programs:** Degree programs at the associate, bachelor's, master's, post-master's and doctoral level; undergraduate and graduate certificates

**Educator Preparation Programs:**

Program leads to licensure: No  
Program leads to endorsement: No

## SECTION 1: INTRODUCTION

### 1.1 Brief summary of the request

Kent State University proposes to offer a Bachelor of Science degree in Agribusiness. The degree program will be administered by the university's Regional College, and will initially be offered at the Tuscarawas Campus with the opportunity for future expansion to other campuses.

The agribusiness major will focus on the economic interrelationships between individuals, firms and service agencies that are affected by the agriculture sector of the economy. The program is designed for students desiring to enter the broad range of jobs related to the management of agricultural enterprises and the marketing and sales of agricultural supplies and products. It involves both technical and academic courses, with provisions for related activities and on-the-job training (e.g., internships). Students will apply business and economic principles, along with problem-solving and decision-making skills to both farming enterprises and related industries.

Graduates will find career openings in a variety of specializations, including positions in farm management, sales, grain marketing and crop managing, as well as positions as domestic and international and grain traders; elevator managers; sales representatives with chemical, seed, feed and fertilizer companies; analysts for transport companies; logistics managers; finance and credit officers; food company managers; and analyst positions in market-development organizations.

As the nation's largest employer<sup>1</sup>, agriculture accounts for nearly one-fifth of the U.S. gross national product, and employs nearly one-fourth of the U.S. labor force. There is a continuing demand for better employees with skills in both management and agricultural sciences.

For Ohio, specifically, agriculture is the state's largest industry since Ohio is foremost a farm products and processing state. According to the U.S. Department of Agriculture, Ohio leads the nation in production of Swiss cheese, is ranked second in the nation in the production of eggs, and ranked third in the production of tomatoes. Ohio is ranked sixth in the nation for the production of soybeans and corn for grain.<sup>2</sup>

A \$93 billion-a year industry, Ohio agriculture supplies more jobs and contributes more to the state's favorable trade balance than any other single sector in the state. Agriculture employees, either directly or indirectly, comprise one in seven Ohioans.<sup>3</sup>

## SECTION 2: ACCREDITATION

### 2.1 Regional accreditation

Original date of accreditation:	1915
Date of last review:	2007 - 2008
Date of next review:	2014 - 2015

### 2.2 Results of the last accreditation review

Kent State University was reaccredited by the North Central Association Higher Learning Commission on 28 February 2008. Visit the following link for more information:  
[www.kent.edu/aqip/upload/reaffirmation-of-accreditation-2008.pdf](http://www.kent.edu/aqip/upload/reaffirmation-of-accreditation-2008.pdf).

### 2.3 Notification of appropriate agencies

Kent State University has worked cooperatively with the U.S. Department of Agriculture Farm Service Agency, the Tuscarawas County Farm Bureau, the Wayne County Economic Development Council and the local state extension agency. These agencies work with agriculture to strengthen the business, adopt new technology and improve efficiency while protecting the environment.

The Tuscarawas Campus hosted a focus group in October 2011, which comprised many individuals from the agencies listed above, in addition to local community members in various agriculture related industries, including Farm Credit Services.

<sup>1</sup> U.S. Department of Agriculture. Job Opportunities. Retrieved from [www.rma.usda.gov/aboutrma/opportunities/jobs.html](http://www.rma.usda.gov/aboutrma/opportunities/jobs.html).

<sup>2</sup> Ohio Secretary of State. Retrieved from [www.sos.state.oh.us/SQS/ProfileOhio/OhioAgriculture.aspx](http://www.sos.state.oh.us/SQS/ProfileOhio/OhioAgriculture.aspx).

<sup>3</sup> U.S. Department of Agriculture (2009). A look at Ohio agriculture. Retrieved from [www.agclassroom.org/kids/stats/ohio.pdf](http://www.agclassroom.org/kids/stats/ohio.pdf).

Support for this major was overwhelming. Group attendees saw a great need for an agribusiness degree program to compete in the global market and to keep up with the demand in Ohio. See appendix A for letters of support.

The University of Nebraska at Lincoln, a partner in the development of the Kent State agribusiness curriculum, provided the expertise and resources for the development of this curriculum. An in-person visit, along with numerous conversations, led to the creation of this curriculum.

An Agribusiness Advisory Board also contributed support and expertise towards the creation of this curriculum. Agencies represented included the local extension agency, the U.S. Department of Agriculture Farm Service Agency, Farm Credit Services, Farm Bureau, Soil and Water Conservation District.

### SECTION 3: LEADERSHIP—INSTITUTION

#### 3.1 Mission statement

The mission of Kent State University is to discover, create, apply and share knowledge, as well as to foster ethical and humanitarian values in the service of Ohio and the global community. As an eight-campus educational system, Kent State offers a broad array of academic programs to engage students in diverse learning environments that educate them to think critically and to expand their intellectual horizons while attaining the knowledge and skills necessary for responsible citizenship and productive careers.

([www.kent.edu/president/mission-statement.cfm](http://www.kent.edu/president/mission-statement.cfm))

#### 3.2 Organizational structure

The Kent State academic organizational structure and administrative leadership and divisions organizational structure can be found at [www.kent.edu/president/organizational-chart.cfm](http://www.kent.edu/president/organizational-chart.cfm).

### SECTION 4: ACADEMIC LEADERSHIP—PROGRAM

#### 4.1 Organizational structure

*Describe the organizational structure of the proposed program. In your response, indicate the unit that the program will be housed within and how that unit fits within the context of the overall institutional structure. Further, describe the reporting hierarchy of the administration, faculty, and staff for the proposed program.*

The proposed BS degree in Agribusiness is an initiative of the administration of the Tuscarawas Campus and will be delivered at that campus. Administratively, the degree will be housed in Kent State's Regional College. If need and market warrant the extension of the proposed major to other Kent State campuses in the future, the university will follow normal procedures for initiating that change.

The assistant dean of the Tuscarawas Campus will administer all aspects of the agribusiness major at this time. The assistant dean reports to the dean and chief administrative office of the Tuscarawas Campus. All seven regional campus deans report to the Regional College dean, who reports to Kent State's provost and senior vice president for academic affairs.

***Provide the title of the lead administrator for the proposed program and a brief description of the individual's duties and responsibilities.***

Frances Haldar, PhD, assistant dean for the Tuscarawas Campus, will administer the agribusiness major. See appendix B for her curriculum vitae.

The following are the key duties and responsibilities of the program's lead administrator:

- Develop and manage all aspects of the new degree program
- Recruit instructors and other staff
- Oversee university-designated program budget
- Develop and/or revise program policies and procedures
- Act as a liaison with internal and external stakeholders
- Initiate and oversee program's marketing activities in coordination with other staff

***Describe any councils, committees or other organizations that support the development and maintenance of the proposed program. Describe the individuals (by position) that comprise these entities, the terms of their appointment and the frequency of their meetings.***

The initial idea for this degree program came from the New Program Development Task Force of Kent State at Tuscarawas. A needs assessment was performed with very encouraging results. See appendix C for survey instrument and associated results.

A community focus group then provided further input and supported the development of this degree. That focus group consisted of representatives from the U.S. Department of Agriculture Farm Service Agency, local Economic Development Councils, Farm Credit Services, the Ohio State University Extension, local high schools and universities and farm owners.

Kent State University's College of Business Administration supported the formation of a new agribusiness degree program administered by the university's Regional College.

## **4.2 Program development**

***Describe how the proposed program aligns with the institution's mission.***

The mission of Kent State University is to discover, create, apply and share knowledge, as well as to foster ethical and humanitarian values in the service of Ohio and the global community. As an eight-campus educational system, Kent State offers a broad array of academic programs to engage students in diverse learning environments that educate them to think critically and to expand their intellectual horizons while attaining the knowledge and skills necessary for responsible citizenship and productive careers.

As a degree developed in close affiliation with the local community, the agribusiness major aligns itself well with the goal of producing productive careers for its graduates and for affecting positively the local community and economy. Agribusiness is a critical industry in the United States; it is a complex economic system that affects every member of the global community, from producer to consumer; it includes not only farm production, but also the businesses that supply seed, fertilizer, chemicals, feed, fencing and equipment. The industry also includes the sectors such as financing, insurance, and marketing. Clearly, then, the new graduates and their careers will have an impact on the community and the economy.

***Indicate whether the institution performed a needs assessment/market analysis to determine a need for the program. If so, briefly describe the results of those findings. If completed, submit the full analysis as an appendix item.***

Kent State Tuscarawas undertook an assessment to determine the need for the program. A survey soliciting support and interest in agribusiness was sent to 821 farm and agricultural associations, county extension offices, county soil and water conservation districts, Ohio farm bureaus and associations, Future Farmers of America advisors and agriculture teachers in the eastern half of the state of Ohio. Of those solicited, 113 surveys were returned with the following results:

- 74 percent would encourage Kent State Tuscarawas to offer a bachelor's degree in agribusiness
- 64 percent have students or employees who would be interested in pursuing a baccalaureate
- 75 percent would encourage their students or employees to enroll in the proposed program
- 46 percent are willing to write a letter of support to the Ohio Board of Regents and/or serve on the advisory board for agribusiness
- In the next five years, those surveyed will have 60 new positions to fill and 92 replacements to fill within their organization

There is a continuing demand for more and better employees in agribusiness. The local offices for the Department of Agriculture and the Tuscarawas County Soil and Water Conservation District have been instrumental in providing the local support for this degree. Training in agribusiness is becoming increasingly important in today's agricultural industry. The survey instrument and associated results are shown in appendix C.

***Indicate whether the institution consulted with advisory groups, business and industry, or other experts in the development of the proposed program. If so, briefly describe the involvement of these groups in the development of the program.***

As described earlier in this document, Kent State University has worked cooperatively with the U.S. Department of Agriculture, Farm Service Agency, the Tuscarawas County Farm Bureau, the Wayne County Economic Development Council and the local state extension agency. These agencies work with agriculture in order to strengthen the business, adopt new technology and improve efficiency while protecting the environment.

Faculty from the University of Nebraska at Lincoln provided assistance, expertise and resources for the development of the program's curriculum. Those faculty members are the following:

- Dennis Conley, PhD, professor of agricultural economics; Nebraska Cooperative Council Distinguished Professor; director of graduate program in agribusiness
- Ron Hanson, PhD, professor of agricultural economics; Neal E. Harlan Distinguished Professor of Agribusiness
- Larry Van Tassell, PhD, head of the Department of Agricultural Economics, and director of the Nebraska Cooperative Development Center

A formal Agribusiness Advisory Board was established and has contributed numerous recommendations and support. Members of the board are listed below:

- David Baird, county director, U.S. Department of Agriculture Farm Service Agency
- Frances Haldar, assistant dean, Kent State Tuscarawas
- Don Jones, educator and Future Farmers of America advisor, Harrison Hills High School
- Wilson Kang, associate professor of economics, Kent State Tuscarawas
- Nick Kennedy, organization director for Columbiana, Portage, Stark and Summit counties, Ohio Farm Bureau Federation
- Lisa Kinsey, farm loan officer, Farm Service Agency
- Matt Liggett, owner, Circle L Fence/Ohio Valley Hydroseeding
- Allison Long, financial services officer, Farm Credit Services
- Edward Newman, assistant professor of business management technology, Kent State Tuscarawas
- Waliah Poto, business manager, Kent State Tuscarawas
- Steve Priest, agricultural science teacher, Utica High School
- Pam Smutney, district program administrator, Harrison Soil and Water Conservation District
- David Stiles, agricultural instructor, Indian Valley Local Schools
- Kathleen Vrable-Bryan, district administrator, Mahoning Soil and Water Conservations District
- Christopher Zoller, extension educator for agriculture and natural resources and community development, Tuscarawas County, Ohio State University Extension

***Indicate whether the proposed program was developed to align with the standards of a specialized or programmatic accreditation agency. If so, indicate whether the institution plans to pursue programmatic/specialized accreditation for the proposed program and provide a timeline for achieving such accreditation. If the program is already accredited, indicate the date that accreditation was achieved and provide information on the next required review.***

The program will not be aligned with any specialized accrediting agency.

#### **4.3 Collaboration with other Ohio institutions**

***Indicate whether any University System of Ohio institution within a 30-mile radius of your institution offers the proposed program. If so, list the institutions that offer the proposed program and provide a rationale for offering an additional program at this site.***

No other institution within the University System of Ohio offers an undergraduate degree program in agribusiness within a 30-mile radius of Kent State campuses. Kent State University, however, will investigate and explore articulation agreements with two-year Ohio institutions as soon as the program is in existence.

***Indicate whether the proposed program was developed in collaboration with another institution in Ohio. If so, briefly describe the involvement of each institution in the development of this request and the delivery of the program.***

No formal collaborative efforts have occurred to date with another institution in Ohio. The program was, however, developed in collaboration with the University of Nebraska at Lincoln.

## SECTION 5: STUDENT SERVICES

### 5.1 Admissions policies and procedures

***Describe the admissions requirements for the program. Highlight any differences between the admission requirements for the program and for the institution as a whole.***

The admission requirement for new freshmen to the BS degree in Agribusiness is minimum cumulative 2.0 high school GPA (on a 4.0 scale.). This requirement differs from the admission requirement at Kent State's regional campuses, where it is open admission to anyone with a high school diploma or its equivalent.

This requirement also differs from admissions to the Kent Campus, which recommends at least 16 units of college preparatory curriculum in high school, a cumulative high school grade point average of 2.5 or higher (on a 4.0 scale), and composite ACT score of 21 or better (980 combined critical reading and math SAT score.) Students who do not meet the above criteria but who have graduated with a cumulative grade point average of at least 2.20 (on a scale of 4.00) at a chartered or accredited high school or have passed the General Educational Development (GED) Examinations may be admitted to the Kent Campus. High school course selection, class rank, recommendations, and ACT/SAT scores will be closely examined for such students in making admissions decisions.

The admission requirement for transfer students to the BS degree in Agribusiness is aligned with the university as a whole:

#### **Undergraduate Transfer Student Admissions<sup>4</sup>:**

Generally, transfer applicants who have taken at least 12 semester hours with a cumulative GPA of at least 2.00 as computed by Kent State University (on a scale of 4.00) may be admitted to the university. Applicants who have taken fewer than 12 semester hours will be evaluated on both their collegiate and high school records. Applicants who have been dismissed from another college or university will not be considered for admission unless the students are eligible to return to the previous institution, have been out of college at least 12 consecutive months since the dismissal, or have completed at least 12 semester hours of credit at another institution with a cumulative GPA of 2.00 or better (on a scale of 4.00).

***Describe the transfer credit policies for the proposed program, including the use of credit transfer review committees and the maximum number of hours that can be transferred into the program. In your response, specifically address the credit that may be transferred according to the Board of Regents' Transfer Assurance Guide (TAG) and Career Technical Credit Transfer (CT<sup>2</sup>) initiatives; and other types of transfer credit awarded toward major program requirements (e.g., AP, life experience, CLEP, portfolio, etc.).***

Kent State's Transfer Center reviews and applies transfer coursework where appropriate as determined by state policies and faculty review. Kent State's residence policy requires that transfer students complete a minimum 30 semester hours (including 9 semester hours of upper-division coursework in the major) at Kent State to be awarded a Kent State bachelor's degree.

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<sup>4</sup> Kent State University (2012). University Catalog. Retrieved from [www.kent.edu/catalog/2012/info/policies/ad-tsu](http://www.kent.edu/catalog/2012/info/policies/ad-tsu).

The majority of courses in the Kent Core (general education requirements) are approved as Ohio Transfer Module courses. Credit earned through Advanced Placement, CLEP credit and Kent State's Credit-by-Exam are awarded for general education requirements and electives. Proposed agribusiness courses will be submitted for Career Technical Credit Transfer (CT<sup>2</sup>) and Secondary Career-Technical Alignment Initiative (SCTAI).

## 5.2 Student administrative services

*Indicate whether the student administrative services (e.g., admissions, financial aid, registrar, etc.) currently available at the institution are adequate to support the program. If new or expanded services will be needed, describe the need and provide a timeline for acquiring/implementing such services.*

It is anticipated that the current student administrative services available at Kent State Tuscarawas will be adequate to support the program.

## 5.3 Student academic services

*Indicate whether the student academic services (e.g., career services, counseling, tutoring, ADA, etc.) currently available at the institution are adequate to support the program. If new or expanded services will be needed, describe the need and provide a timeline for acquiring/implementing such services.*

It is anticipated that the current student administrative services available at Kent State Tuscarawas will be adequate to support the program. The Tuscarawas Campus provides student academic support services and resources in line with the services offered to the students on the Kent Campus. Specifically, the Tuscarawas Campus offers advising, tutoring, student activities, and financial aid services. Full-time professional academic advisors are also on the campus.

# SECTION 6: CURRICULUM

## 6.1 Catalog program description

The Bachelor of Science in Agribusiness is designed to meet the agribusiness industry's needs for professionals and entrepreneurs who have the educational background to become successful decision-makers in the rapidly changing agribusiness world. Students take a blend of courses in business and agriculture, giving them a balance between the decision-making framework of business and the technical aspects of modern agriculture and food systems. In addition, students have the opportunity to interact with agribusiness professionals as invited speakers in the classroom and in work-related internships. See appendix D for proposed catalog copy.

## 6.2 Program goals and objectives

*Describe the goals and objectives of the proposed program. In your response, indicate how these are operationalized in the curriculum.*

The goals and objectives of the proposed BS degree in Agribusiness are to offer a curriculum that will provide students with a core understanding of agribusiness, ability to manage an agribusiness enterprise and the necessary skills in writing, business, mathematics and communications.

Graduates of the program will be able to:

- Demonstrate in-depth knowledge of the agribusiness industry.
- Evaluate and apply agriculture principles, methods and techniques in an agribusiness environment.
- Possess strong analytical and problem-solving skills to identify and critically assess problems facing the agribusiness industry.
- Work effectively in a team-based environment.
- Communicate clearly and effectively both orally and in writing.
- Use computer technology and mathematical reasoning.
- Demonstrate ethical and professional understanding and conduct.

### 6.3 Course offerings/descriptions

Course	Cr Hrs	Major/ Core	General Education (Kent Core)	Elective	OTM TAG CTAG	New/ Existing Course
<b>AGRICULTURE CORE REQUIREMENTS</b>						
AGRI 20000 Economic Perspectives on Food and Agriculture	3	■				New
AGRI 30000 Farm Business Management	3	■				New
AGRI 31000 Agribusiness Management	3	■				New
AGRI 32000 Farm Records and Income Tax Management	3	■				New
AGRI 33000 Agricultural Commodity Marketing	3	■				New
AGRI 34000 Livestock Production Management	3	■				New
AGRI 35000 Crop and Forage Production Management	3	■				New
AGRI 40000 Advanced Farm Management	3	■				New
AGRI 41000 Agricultural Marketing and Price Analysis	3	■				New
AGRI 42000 Agricultural Finance	3	■				New
AGRI 43000 Agricultural Environmental Law	3	■				New
AGRI 44000 Agricultural and International Trade Policy	3	■				New
AGRI 40092 Internship ( <i>experiential learning requirement</i> )	3	■				New
AGRI 45000 Senior Seminar *	3	■				New
<b>MAJOR REQUIREMENTS</b>						
ACTT 11000 Accounting I: Financial ( <i>equivalent to ACCT23020 Introduction to Financial Accounting</i> )	4	■			TAG	Existing
ACTT 11001 Accounting II: Managerial ( <i>equivalent to ACCT23021 Introduction to Managerial Accounting</i> )	4	■			TAG	Existing
BMRT 11000 Introduction to Business	3	■				Existing
BMRT 11009 Introduction to Management Technology	3	■				Existing
BMRT 21000 Business Law and Ethics I	3	■				Existing
BMRT 21006 Human Resource Management	3	■				Existing
BMRT 21050 Fundamentals of Marketing Technology	3	■				Existing
BMRT 21008 Case Studies <i>or</i> BMRT 21020 Introduction to Entrepreneurship <i>or</i> BMRT 21052 Professional Selling Techniques <i>or</i> BMRT 21053 Advertising in Business	3			■		Existing
ECON 22060 Principles of Microeconomics ( <i>fulfills Kent Core Social Sciences</i> )	3		■		OTM TAG	Existing
ECON 22061 Principles of Macroeconomics ( <i>fulfills Kent Core Social Sciences/ Additional</i> )	3		■		OTM TAG	Existing
MIS 34165 Dynamics of Leadership	3		■			Existing

\* Course to be approved as writing intensive at a later date.

KENT CORE / ADDITIONAL REQUIREMENTS						
BSCI 10001 Human Biology	3		■		OTM	Existing
BSCI 10003 Laboratory Experience in Biology	1		■		OTM	Existing
COMM 15000 Introduction to Human Communication	3		■		OTM	Existing
MATH 11010 Algebra for Calculus	3		■		OTM	Existing
MATH 11012 Intuitive Calculus	3		■		OTM	Existing
US 10097 Destination Kent State: First Year Experience	1		■			Existing
Kent Core Composition	6		■		OTM	Existing
Kent Core Humanities and Fine Arts	9		■		OTM	Existing
Kent Core Social Sciences (recommended: SOC 12050 Introduction to Sociology)	3		■		OTM	Existing
Kent Core Basic Sciences (recommended: CHEM 10030 Chemistry in Our World or CHEM 10050 Fundamentals of Chemistry)	2-3		■		OTM	Existing

***Provide a brief description of each course in the program as it would appear in the catalog.*** Basic data sheets for new courses are in appendix E.

ACTT 11000 ACCOUNTING I: FINANCIAL (4)  
(Equivalent to ACCT 23020) Introduction to financial accounting, including principles generally accepted in preparation of accounting statements for users outside of the business organization.  
Prerequisite: none.

ACTT 11001 ACCOUNTING II: MANAGERIAL (4)  
(Equivalent to ACCT 23021) Introduction to managerial accounting, including accounting for manufacturing firms, budgeting, standard cost systems, direct costing, segment reporting, and cost-volume-profit analysis. Prerequisite: ACTT 11000

NEW AGRI 20000 ECONOMIC PERSPECTIVES ON FOOD AND AGRICULTURE (3)  
Introduction of the role of economics in agriculture at the firm, national, and international level. An overview of the structure and scope of the U.S. Food and Fiber Sector and its current trends/implications for the national economy. Students will learn to apply various economic principles and concepts relating to production agriculture, business management, consumer behavior, market price analysis and equilibrium, international trade, and public policy formation.  
Prerequisites: none.

NEW AGRI 30000 FARM BUSINESS MANAGEMENT (3)  
Course develops an understanding of the various business management decisions involved in the organization and operation of a farm business operation for continuous profit and production cost efficiency. Students will acquire knowledge and proficiency in applying the various economic principles and farm business management analysis concepts which aid a farm operator/owner in the decision making process for a farm business operation. Prerequisites: ACTT 11000 and BMRT 11009 and ECON 22060.

NEW AGRI 31000 AGRIBUSINESS MANAGEMENT (3)  
Course focuses on the use of financial statements, operating and managerial functions, communication, and the inter-personal work environment within an organization. Students will acquire knowledge in commodity production and marketing, input supply, banking, cooperatives, and related agricultural industries. Presentation is by lecture with experiential learning through the use of student-team decision-making applied to an agribusiness management simulation.  
Prerequisites: ACTT 11000 and ACTT 11001 and BMRT 11009 and ECON 22060.

- NEW AGRI 32000 FARM RECORDS ANALYSIS AND INCOME TAX MANAGEMENT (3)  
This course will develop an understanding of the procedures involved with farm record keeping and will illustrate the ways in which farm records can be used to evaluate and to improve the economic performance and profitability of a farm business. Students will have the opportunity to gain an understanding of the current tax system. Students will learn to apply the various tax management methods and strategies that can be used to maximize the after tax income to a farm business operation. Prerequisite: AGRI 30000.
- NEW AGRI 33000 AGRICULTURAL COMMODITY MARKETING (3)  
Course covers economic factors, socioeconomic trends, farm demographic changes, global competitiveness and consumer attitudes that shape the current structure and operation of the U.S. agricultural marketing system. It covers how decisions at one level in the value chain impact all other levels and explores how and when the system changes as a result of individual decisions. The course also focuses on quality-based marketing, contracting, and provides a global perspective. Prerequisites: AGRI 20000 and BMRT 21050 and ECON 22060.
- NEW AGRI 34000 LIVESTOCK PRODUCTION MANAGEMENT (3)  
An introduction to the livestock industry and its role in society and our economy. Principles of livestock production management are introduced for beef, swine, dairy cattle, horses, sheep, goats, and poultry. Prerequisites: AGRI 31000; and BSCI 10001 and BSCI 10003 (or BSCI 10100).
- NEW AGRI 35000 CROP AND FORAGE PRODUCTION MANAGEMENT (3)  
This course deals with crop plants in relation to the environment, crop improvement, seeds and seeding. The practices of tillage, fertilizer, rotation, cropping, and weed control will be covered. Pastureland and farmland, the harvest of field crops, and the handling and marking of grain seeds and hay are also included, as well as crops of the grass family, perennial forage grasses, and the legume family, and miscellaneous crops. Prerequisites: AGRI 31000; and BSCI 10100 and BSCI 10003 (or BSCI 10100).
- NEW AGRI 40000 ADVANCED FARM BUSINESS MANAGEMENT (3)  
Application of economics and business principles to the management of a farm business. Use of analytical tools such as enterprise budgeting, linear programming, pro forma cash flow budgeting, capital budgeting, and risk management analysis to aid the decision-making process. Understanding farm transfer and succession planning and its importance in the intergenerational viability of a farm business. Prerequisites: AGRI 30000
- NEW AGRI 41000 AGRICULTURAL PRICE ANALYSIS (3)  
The economics of supply and demand provides a foundation for understanding the behavior of agricultural markets, the formation of prices, and the role of prices in the allocation of goods and services. Traditional topics include: price determination, seasonality, market adjustments, marketing margins, short-run and long-run demand, derived demand, hedging with futures markets, marketing strategies, and trade. Graphical and empirical methods, including regression, will be used to do price analysis. Prerequisites: AGRI 20000 and ECON 22061 and MATH 11010.
- NEW AGRI 42000 AGRICULTURAL FINANCE (3)  
To develop an understanding and proficiency in applying the various economic principles and concepts of financial management for analyzing alternative investment decisions and solving financial problems in a farm business operation. Various strategies for acquiring and financing capital resources in the farm business operation are explored. Characteristics of the financial institutions providing credit to farmers and their particular lending programs will be studied. Prerequisites: ACTT 11001 and AGRI 30000 and MATH 11010.

- NEW AGRI 43000 AGRICULTURAL ENVIRONMENTAL LAW (3)  
To acquaint students with the fundamentals of state and federal pollution control law. Major topics include: air pollution control, water pollution control, toxic substances control, solid waste management and disposal, Superfund, wetlands, endangered species, land use regulation, environmental assessment, environmental law administration and enforcement, and global environmental law. Prerequisites: AGRI 30000 and BMRT 21000.
- NEW AGRI 44000 AGRICULTURAL AND INTERNATIONAL TRADE POLICY (3)  
History, development, programs, and analysis of public policy issues in agriculture and natural resources. Analysis of science, economic, and political factors involved in policy development. Emphasis on farm policy and farm structure; food and nutrition; trade and development; and natural resources, the environment, and bioenergy, with special attention to issues and policies impacting Ohio and the United States. Prerequisites: AGRI 20000 and ECON 22061.
- NEW AGRI 40092 AGRIBUSINESS INTERNSHIP (3)  
Course provides students an internship work experience in the agribusiness industry. This internship may be completed in any one of the following areas of agribusiness: sales management, agricultural lending, insurance, cooperative management, commodity merchandising, farm business management, public relations, farm marketing, agricultural policy, dairy production, and/or farm business operations. Prerequisites: junior or senior standing; and Agribusiness major; and special approval.
- NEW AGRI 45000 SENIOR SEMINAR (3)  
A capstone course that is designed to expose Agribusiness majors to current events and the interpretation of those events in an economics framework for use in management decision making. Students are introduced to the scientific method and complete a senior research project. Prerequisite: senior standing; and Agribusiness major.
- BMRT 11000 INTRODUCTION TO BUSINESS (3)  
(Equivalent to BUS 10123) Overview of social, economic and consumer environments as related to large and small business. Emphasis is on production, marketing, finance, management and human resources. It is recommended that any reading courses indicated by COMPASS score are taken prior to enrolling in this course. Prerequisites: none.
- BMRT 11009 INTRODUCTION TO MANAGEMENT TECHNOLOGY (3)  
(Equivalent to MIS 24163) Study of planning, organizing, directing/leadership, controlling, staffing, decision making, and communication theories and management applications of human and material resources and methods. It is recommended that any reading courses indicated by COMPASS score are taken prior to enrolling in this course. Prerequisite: none.
- BMRT 21000 BUSINESS LAW AND ETHICS I (3)  
(Equivalent to FIN 26074) Introduction to American law as related to government, business, society and the ethical issues that occur in the legal environment. Emphasis will focus on contract law. Relevant past and current law issues will be addressed. Prerequisite: US 10006 or Compass Reading score of 86; and ENG 11001 or Compass Writing score of 67.
- BMRT 21006 HUMAN RESOURCES MANAGEMENT (3)  
The study of contemporary issues of human resources. Covers planning, job design, selection, appraisal, compensation, training, life quality, safety/health, diversity and unions. Prerequisite: BMRT 11009.

**BMRT 21050 FUNDAMENTALS OF MARKETING TECHNOLOGY (3)**

(Equivalent to MKTG 25010) Study of the basic concepts and principles involved in marketing a product/service with an emphasis on the marketing mix variables: product, price, place and promotion. Prerequisite: BMRT 11000 and ECON 2206

**BMRT 21052 PROFESSIONAL SELLING TECHNIQUES (3)**

Study of personal selling as a promotional technique to determine and satisfy the needs of buyers and to build a long-term relationship among all parties. Prerequisite: BMRT 11000 or special approval of full-time BMRT faculty.

**BMRT 21053 ADVERTISING IN BUSINESS (3)**

A practical approach to the study of advertising. Emphasis is on the effective use of the media creating advertising operations and advertising management. Prerequisite: BMRT 21050 or special approval of BMRT faculty.

**BMRT 21008 CASE STUDIES IN MANAGEMENT TECHNOLOGY (3)**

Application of management theory to actual business situations. Emphasis on decision making and evaluation of methods and styles of management in all functional areas. Prerequisite: special approval of full-time BMRT faculty only.

**BMRT 21020 INTRODUCTION TO ENTREPRENEURSHIP (3)**

Provides information about the functional elements of starting a small business. Includes the use of instruments, exercises and case analyses to assess entrepreneurial skills. Prerequisite: none.

**ECON 22060 PRINCIPLES OF MICROECONOMICS (3)**

Principles and policies affecting prices, including factor incomes, under alternative market structures. Tools developed to examine social problems, including poverty, crime, pollution and international relations. Prerequisite: MATH 10007 or one course from MATH 10023-49999; or ALEKS math upper-level minimum score of 30; or ALEKS math single assessment score of 45.

**ECON 22061 PRINCIPLES OF MACROECONOMICS (3)**

Principles and policies affecting aggregate production, consumption, investment and government expenditures. Includes role of money, the banking system, inflation, unemployment and economic growth. Prerequisite: ECON 22060.

**MIS 34165 DYNAMICS OF LEADERSHIP (3)**

This course discusses management and leadership concepts and does so by blending theory and practice. Cases studies, practical application approaches, personal assessment and opportunities to develop individual and group leadership skills are possible. In addition, many organizational behavior concepts are blended throughout the course. Students that have already passed MIS 34175 will not receive graduation credit for MIS 34165. Prerequisites: MIS 24163 or BMRT 11009.

## **6.4 Program sequence**

A semester-by-semester program sequence (roadmap) is in appendix F.

## **6.5 Alternative delivery options**

At this time, the BS degree in Agribusiness will not be offered online, hybrid/blended or using a flexible or accelerated delivery model

#### 6.6 Off-site program components (please check all that apply):

- ☒ Co-op/Internship/Externship    ☐ Student Teaching    ☐ Other  
☐ Field Placement    ☐ Clinical Practicum

***If one or more of the items is checked, please provide a brief description of the off-site component(s).***

The agribusiness curriculum will require an on-sight internship and/or a project with an agricultural-related organization. This internship may be completed in any one of the following areas of agribusiness: sales management, agricultural lending, insurance, cooperative management, commodity merchandising, farm business management, public relations, farm marketing, agricultural policy, dairy production, and/or farm business operations. The student will have the opportunity to gain a practical learning experience as well as apply academic course training and content in an agribusiness summer internship. A full-time agribusiness faculty member will coordinate the student internship process. The internship course will meet the university's experiential learning requirement.

### SECTION 7: ASSESSMENT AND EVALUATION

#### 7.1 Program assessment

***Name of the unit/position responsible for directing assessment efforts;***

Full-time agribusiness faculty will be responsible for directing the assessment efforts.

***Description of any committees or groups that assist the unit***

Faculty will be assisted by the Agribusiness Advisory Board and the Regional College Curriculum Committee. All program assessment at Kent State University is performed under the Academic Quality Improvement Program (AQIP) and is coordinated at the university level by the associate provost for quality initiatives and curriculum.

***Description of the measurements used***

An exit survey will be given to graduating seniors to get their feedback on the program, the quality of instruction, the curriculum, etc. An alumni survey will be given by the university to students one year after graduation to assess their preparation. The Agribusiness Advisory Board will be surveyed for feedback on the program from an agribusiness industry perspective, and on the quality of job preparation for any graduates of the program that the committee members have hired.

***Frequency of data collection and data sharing***

Exit surveys of graduating seniors will be administered at the end of each semester. The Agribusiness Advisory Board will be surveyed at the end of each academic year and consulted in regular meetings. Assessment data will be collected once each semester or year as described above, analyzed in detail at the end of the spring semester, reported to the faculty of the agribusiness program and collected for AQIP reporting.

***How the results are used to inform the institution and the program***

The results of the assessments will be used to inform the faculty, campus dean and the Agribusiness Advisory Board. The results will guide curriculum revisions.

**7.2 Measuring student success**

***Name of the unit/position responsible for directing these efforts***

Full-time agribusiness faculty will be responsible for directing efforts to measure student success.

***Description of any committees or groups that assist the unit***

The Agribusiness Advisory Board and the Regional College Curriculum Committee will assist faculty. All program assessment at Kent State University is performed under the Academic Quality Improvement Program (AQIP) and is coordinated at the university level by the Associate Provost for quality initiatives and curriculum.

***Description of the measurements used***

The senior-level courses in the degree program will be used to assess the combined mastery of major objectives. Graduates in individual courses will be used to assess the students' performance in the respective courses.

***Frequency of data collection and data sharing; how the results are used to inform the student as they progress through the program; initiatives used to track student success after program completion***

The following policies and procedures will be in place to assess and evaluate the student's success. These evaluations are instigated, performed, and reviewed by the program faculty and the advisory board. As the data is collected, the information will be used to modify and revise the curriculum as appropriate. This information will also be used to communicate to the student on their progression and success in the program.

- Students are required to take AGRI 40092 Internship to gain practical experience with a survey provided by the student and the employer upon completion.
- Students are required to take a capstone course (AGRI 45000 Senior Seminar), during which students complete a senior research project.
- Students will complete an exit survey in their final semester of coursework.
- Graduates will be requested to complete an industry survey one year and then five years after graduation.
- Graduates' employers will be requested to complete a survey one year and then five years after their employee's graduation.
- Faculty will use Kent State's WEAVEonline software application to collect and store data to evaluate and assess the program.

## SECTION 8: FACULTY

### 8.1 Faculty appointment policies

***Describe the faculty designations available (e.g., professor, associate professor, adjunct, instructor, clinical, etc.) for the proposed program's faculty. In your response, define/describe the differences between the designations.***

Assistant Professor: A faculty member will not be considered for advancement to this rank until either completion of three years as an instructor and possession of at least the master's degree, or until the academic credentials minimally required for initial appointment at the assistant professor's level are achieved.

Associate Professor: This is one of the two senior ranks in academia; accordingly, a faculty member must possess the terminal degree in his/her discipline before promotion consideration. Exceptions can be made in particular cases, provided that such exceptions can be justified by the candidate's unit and are approved by the college dean (if applicable) and the provost. A faculty member will usually not be considered for advancement to this rank until completion of four years as an assistant professor, but in extraordinary cases may be considered after completion of fewer years as an assistant professor. A non-tenured faculty member applying for promotion to the rank of associate professor must also undergo a successful tenure review.

Professor: As with the associate professorship, a faculty member must possess the terminal degree in his/her discipline before promotion consideration. Exceptions can be made in particular cases, provided that such exceptions can be justified by the candidate's unit and are approved by the college dean (if applicable) and the provost. A faculty member will usually not be considered for advancement to this rank until completion of five years as an associate professor, but in extraordinary cases may be considered after completion of fewer years as an associate professor. A non-tenured faculty member applying for promotion to the rank of full professor must also undergo a successful tenure review.

***Describe the credentialing requirements for faculty who will be teaching in the program (e.g., degree requirements, special certifications or licenses, experience, etc.).***

Faculty members will be required to follow university guidelines for appointment. Special consideration will be given to candidates with industry experience and certifications.

***Describe the institution's load/overload policy for faculty teaching in the program.***

Assignment to instructional overloads for additional compensation is neither a regular expectation nor an obligation of employment of a faculty member. An overload occurs when, and only when, a faculty member exceeds the number of hours, which are listed as his/her load in his/her current contract. Payment for such assignments is made on the basis of the appropriate percentage of the faculty member's base annual contract salary (1/24 of base annual contract salary for each workload credit hour).

In instances when the dean authorizes an overload assignment, the assignment ordinarily may not exceed one additional course for a semester nor may overload compensation for an academic year exceed 25 percent of a faculty member's base academic year salary.

Exceptions to this rule require prior written authorization from the Office of the Provost upon recommendation from the appropriate dean.

***Indicate whether the institution will need to identify additional faculty to begin the proposed program. If additional faculty members are needed, describe the appointment process and provide a timeline for hiring such individuals.***

Kent State Tuscarawas will hire one full-time faculty member and adjunct instructors for the initial start of the program. Additional faculty will be identified and hired as the need arises and enrollment grows.

## **8.2 Program faculty**

***Provide the number of existing agribusiness faculty members available to teach in the proposed program.***

Full time: 0                      Less than full-time: 0

***Provide an estimate of the number of agribusiness faculty members to be added during the first two years of program operation.***

Full time: 1                      Less than full-time: 4

## **8.3 Expectations for professional development/scholarship**

***Describe the institution's general expectations for professional development/scholarship activities by the proposed program's faculty. In your response, describe any differences in the expectations for tenure-track vs. non tenure-track faculty and for full-time vs. part-time faculty. Indicate the financial support provided for such activities. Include a faculty handbook outlining the expectations and documenting support as an appendix item.***

The Regional College expects tenure-track faculty members to engage in scholarly pursuits. Candidates for reappointment should demonstrate clear plans for a research program and should produce evidence of refereed publications and/or presentations. By the time a faculty stands for tenure, clear evidence of regular participation in scholarly accomplishments, per the following potential categories, shall be presented. Evidence of accomplishments in the area of professional development/scholarship include, but not limited to, the following items:

- Maintenance of professional credentials
- Authorship or co-authorship of technical/professional refereed article in professional publication, including professionally affiliated e-journal
- Authorship or co-authorship of chapter(s) in technical/professional books
- Authorship or co-authorship of technical/professional non-refereed articles
- Authorship or co-authorship of technical/professional book
- Authorship or co-authorship in other categories, e.g., book reviews, professional newsletters, professional websites and other professional publications
- Presentations in professional meetings (oral or poster) in own discipline
- Contributions to professional newsletters, websites and other professional publications
- Funded, unfunded or pending proposals (request for proposal or RFP)

- Professional experience (e.g. consulting, paid, unpaid), with documentation vis-à-vis resultant professional growth
- Professional development (attending courses, conferences or workshops; internship;
- Chairing sessions
- Textbook reviewer or author of supplemental materials for an existing textbook
- Extensive upgrade or acquisition of additional professional credentials
- Extensive upgrade or new academic credentials
- Authorship of technical/professional refereed article in conference proceedings
- Editorship of a refereed journal or reviewer of refereed journal articles
- Awards (outstanding scholar award, membership by invitation in honor societies)
- Software development

In spite of recent serious budgetary constraints, each faculty member is allocated \$800 of professional development fund to apply towards travel for conference attendance. In addition, faculty is supported for in state, local or regional travel related to professional development. Faculty members also receive a laptop or desktop computer of choice.

Furthermore, the University offers various other possibilities for faculty development:

- **Sabbatical leave:** Kent State supports a faculty professional leave (sabbatical) activity after six years of service for either one semester with full pay or two semesters with half pay.
- **Faculty summer development awards:** The faculty is motivated to participate in summer grants for research, teaching development or field experience.
- **Faculty Professional Development Center:** The center is designed to provide leadership and support for cultivating environments and relationships for innovative and successful learning, for building networks and communities of practice and learning, and for communicating and creating opportunities for professional and staff development.

Non-tenure-track faculty personnel reviews are governed by their Collective Bargaining Agreement and by guidelines put forth each academic year by Office of the Provost. The Regional College expects non-tenure-track faculty teaching evaluation criteria to be the same as those for tenured and tenure-track faculty.

See appendix H for the Regional College faculty handbook.

#### 8.4 Faculty matrix

***Complete a faculty matrix for the proposed program. A faculty member must be identified for each course that is a required component of the curriculum. If a faculty member has not yet been identified for a course, indicate that as an “open position” and describe the necessary qualifications in the matrix.***

Please note that all faculty listed on next page are current Kent State employees and teach courses for their respective programs (e.g., associate degrees in accounting and business management; the Bachelor of Applied Technical Studies degree).

\* Number of courses taught by the faculty member each year at all campuses

Name of instructor	Rank or title	Full/part	Degree, discipline, institution, year	Years teach	Additional expertise	Course(s) individual will teach	Load *
Akpan, Ikpe (Justice)	Assistant Professor	FT	PhD, Management Science, Lancaster University (England), 2006	11	10 years in business	MIS 34165 Dynamics of Leadership	8
Burley, Joseph	Adjunct	PT	MBA, Ashland University, 1995	7	26 years in business	BMRT 21006 Human Resource Management	1
Casto, Debbie	Adjunct	PT	MBA, Ashland University, 2002	10	23 years in business	BMRT 11000 Introduction to Business BMRT 11009 Introduction to Management Technology BMRT 21053 Advertising BMRT 21020 Entrepreneurship	6
Colucy, Todd	Adjunct	PT	BBA, Accounting, Kent State University, 1988	4	CPA License; 23 years accountant	ACTT 11000 Accounting I: Financial ACTT 11001 Accounting II: Managerial	3
Easterday, Deborah	Adjunct	PT	JD, University of Toledo, 1994	5	18 years in law	BMRT 21000 Business Law and Ethics I	2
Kang, Wilson	Assistant Professor	FT	PhD, Economics, University of Missouri, 2009	3	6 years in business	ECON 22060 Principles of Microeconomics ECON 22061 Principles of Macroeconomics	8
MacQuarrie, Allan	Assistant Professor	FT	PhD, Accounting, Pennsylvania State University, 1989	29	CPA CMA 8 years accountant	ACTT 11000 Accounting I: Financial	10
Newman, Edward	Assistant Professor	FT	MBA, Ashland University, 1994	27	15 years in business	BMRT 11000 Introduction to Business BMRT 21050 Fundamentals of Marketing Technology BMRT 21052 Professional Selling BMRT 21008 Case Studies BMRT 11009 Introduction to Management Technology	10
Reese, Rodney	Adjunct	PT	MBA, Kent State University, 1980	8	27 years in business	BMRT 11000 Introduction to Business BMRT 11009 Introduction to Management Technology	
Open	TBD	FT	Master's required, PhD preferred	3		AGRI 31000 Agribusiness Management AGRI 35000 Crop and Forage Production Management AGRI 40000 Advanced Farm Management AGRI 41000 Agricultural Price and Risk Analysis AGRI 40092 Internship AGRI 40093 Senior Seminar	
Open	Adjunct	PT	Master's required, PhD preferred	2		AGRI 20000 Economic Perspectives on Food and Agriculture	
Open	Adjunct	PT	Master's required, PhD preferred	2		AGRI 30000 Farm Business Management	

Name of instructor	Rank or title	Full/part	Degree, discipline, institution, year	Years teach	Additional expertise	Course(s) individual will teach	Load *
Open	Adjunct	PT	Master's required, PhD preferred	2	CPA or CMA	AGRI 32000 Farm Records and Income Tax Management AGRI 42000 Agricultural Finance	
Open	Adjunct	PT	Master's required, PhD preferred	2		AGRI 33000 Agricultural Commodity Marketing	
Open	Adjunct	PT	Master's required, PhD preferred	2		AGRI 34000 Livestock Production Management	
Open	Adjunct	PT	JD required	2		AGRI 43000 Agricultural Environmental Law	
Open	Adjunct	PT	Master's required, PhD preferred	2		AGRI 44000 Agricultural and International Trade Policy	

## SECTION 9: LIBRARY RESOURCES AND INFORMATION LITERACY

### 9.1 Library resources

*Describe the involvement of a professional librarian in the planning for the program (e.g., determining adequacy of current resources, working with faculty to determine the need for additional resources, setting budget for additional library resources/ needed).*

The Tuscarawas Campus employs a full-time librarian, who will be involved in the planning of resources that may eventually be needed by this program. The Tuscarawas Campus library director will work with faculty to determine any additional resource needs and will ensure that these needs are met.

*Describe the library resources in place to support the proposed program (e.g., print, digital, collections, consortia, memberships, etc.).*

Currently, there are adequate resources for the start-up of the program. The on-site Tuscarawas Campus library houses 80,000 volumes/reference materials and access to computers, information literacy instruction, interlibrary loan, OhioLINK and KentLINK.

*Describe any additional library resources that will be needed to support the request and provide a timeline for acquiring/implementing such services.*

Presently, there are sufficient resources for the proposed agribusiness program. After agriculture faculty members have been hired, they will work with the Tuscarawas Campus librarian to identify any additional sources that may be needed.

### 9.2 Information literacy

*Describe the institution's intent to incorporate library orientation and/or information literacy into the proposed program.*

Kent State Tuscarawas has an active information literacy program. Students who take the Kent State's First Year Experience course (US 10097) are introduced to the library in one or two class sessions. Course and discipline-specific instruction builds on this knowledge and is provided at the request of the instructor. The librarian and staff are available to meet one-on-one with students and faculty.

## SECTION 10: BUDGET, RESOURCES, AND FACILITIES

### 10.1 Resources and facilities

*Describe additional resources (e.g., classrooms, laboratories, technology, etc.) that will be needed to support the proposed program and provide a timeline for acquiring/implementing such resources.*

Additional resources are not needed at this time.

### 10.2 Budget/financial planning

#### Fiscal Impact Statement for the BS Degree in Agriculture

	Year 1	Year 2	Year 3	Year 4
<b>I. Projected Enrollment</b>				
Headcount full time	5	8	11	14
Headcount part time	10	15	20	25
Full-time equivalent (FTE) enrollment	10	15.5	21	26.5
<b>II. Projected Program Income</b>				
Tuition (paid by student or sponsor)	\$17,155	\$28,000	\$42,904	\$56,893
Expected state subsidy *	0	0	0	0
Externally funded stipends, as applicable	0	0	0	0
Other income	0	0	0	0
<b>Total Projected Program Income</b>	<b>\$17,155</b>	<b>\$28,000</b>	<b>\$42,904</b>	<b>\$56,893</b>
<b>III. Program Expenses</b>				
Instruction (technical, professional and general education)				
Full time: 1	\$65,000	\$66,300	\$67,626	\$68,979
Part time: 1	2,500	5,000	5,000	5,000
Non-instruction				
Full time: 0	0	0	0	0
Part time: 1 (professional advisor)	6,000	9,000	12,000	12,000
New facilities/building/space renovation	0	0	0	0
Scholarship/stipend support	0	0	0	0
Additional library resources	100	120	140	160
Additional technology or equipment needs **	0	0	0	0
Other expenses	0	0	0	0
<b>Total Projected Expense</b>	<b>\$73,600</b>	<b>\$80,420</b>	<b>\$84,766</b>	<b>\$86,139</b>

\* The Regional College determines its budget by tuition alone.

\*\* Specific software may be needed in future years (e.g., agricultural trading software).

## APPENDICES

### Appendix Description

- A Letters of support for the proposed degree program
- B Curricula vitae for program lead administrator Frances Haldar
- C Needs assessment survey instrument and associated results
- D Proposed catalog copy for the agribusiness major
- E Course syllabi for agribusiness coursework
- F Semester-by-semester sequencing (roadmap) for the program
- H Faculty handbook for the Regional College

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Kent State University is committed to continual support of the delivery of the Bachelor of Science degree in Agribusiness. If Kent State decides in the future to close the program, the university will provide the necessary resources and means for matriculated students in the program to complete their degree.

Kent State University verifies that the information in the application is truthful and accurate.

Respectfully,

Todd A. Diacon  
Senior Vice President for Academic Affairs and Provost  
Kent State University

## PROPOSED 2014 UNIVERSITY CATALOG

### Agribusiness - B.S.

**COLLEGE:** Regional College

**DEPARTMENT:** Regional College

**CAMPUSES:** Kent State University at Tuscarawas

**DESCRIPTION:** The Bachelor of Science in Agribusiness is designed to meet the agribusiness industry's needs for professionals and entrepreneurs who have the educational background to become successful decision-makers in the rapidly changing agribusiness world. Students take a blend of courses in business and agriculture, giving them a balance between the decision-making framework of business and the technical aspects of modern agriculture and food systems. In addition, students have the opportunity to interact with agribusiness professionals as invited speakers in the classroom and in work-related internships.

**CAREER OPPORTUNITIES:** Majoring in agribusiness prepares students for many careers in the growing agribusiness sector of the economy, such as management in an agribusiness firm, agricultural commodity merchandising, finance and lending, real estate management and investment, international trade, entrepreneurship, agricultural production, relationship and sales management and food marketing and advertising.

**ADMISSION REQUIREMENTS:** New freshmen must have a minimum cumulative 2.0 high school GPA (on a 4.0 scale).

Transfer students who have taken at least 12 semester hours with a cumulative GPA of at least 2.00 as computed by Kent State University (on a scale of 4.00) may be admitted to the university. Applicants who have taken fewer than 12 semester hours will be evaluated on both their collegiate and high school records. Applicants who have been dismissed from another college or university will not be considered for admission unless the students are eligible to return to that previous institution, have been out of college at least 12 consecutive months since the dismissal, or have completed at least 12 semester hours of credit at another institution with a cumulative GPA of 2.00 or better (on a scale of 4.00)

**LANGUAGE REQUIREMENTS:** None

**GRADUATION REQUIREMENTS:** Minimum 121 credit hours. Minimum 2.000 cumulative and major GPA.

**STUDY ABROAD/AWAY OPPORTUNITIES:** There are many Study Abroad/Away Opportunities, for more information contact the [Office of Global Education](#).

# PROPOSED 2014 UNIVERSITY CATALOG

## Agribusiness – B.S. Program Requirements

Type Legend: DD Diversity–Domestic; DG Diversity–Global; ELR Experiential Learning; KAD Kent Core Additional; KBS Kent Core Basic Sciences; KCM Kent Core Composition; KFA Kent Core Fine Arts; KHU Kent Core Humanities; KMC Kent Core Mathematics and Critical Reasoning; KSS Kent Core Social Sciences; WIC Writing Intensive

I. DESTINATION KENT STATE: FIRST YEAR EXPERIENCE (1 credit)				
Type	Course		Title	Credits
	US	10097	Destination Kent State: First Year Experience	1
II. MAJOR PROGRAM REQUIREMENTS (77 credits) Courses count in major GPA				
Type	Course		Title	Credits
	ACTT	11000	Accounting I: Financial *	4
	ACTT	11001	Accounting II: Managerial *	4
	AGRI	20000	Economic Perspectives on Food and Agriculture	NEW 3
	AGRI	30000	Farm Business Management	NEW 3
	AGRI	31000	Agribusiness Management	NEW 3
	AGRI	32000	Farm Records and Income Tax Management	NEW 3
	AGRI	33000	Agricultural Commodity Marketing	NEW 3
	AGRI	34000	Livestock Production Management	NEW 3
	AGRI	35000	Crop and Forage Production Management	NEW 3
	AGRI	40000	Advanced Farm Management	NEW 3
	AGRI	41000	Agricultural Marketing and Price Analysis	NEW 3
	AGRI	42000	Agricultural Finance	NEW 3
	AGRI	43000	Agricultural Environmental Law	NEW 3
	AGRI	44000	Agricultural and International Trade Policy	NEW 3
ELR	AGRI	40092	Internship	NEW 3
WIC	AGRI	45000	Senior Seminar **	NEW 3
	BMRT	11000	Introduction to Business	3
	BMRT	11009	Introduction to Management Technology	3
	BMRT	21000	Business Law and Ethics I	3
	BMRT	21006	Human Resource Management	3
	BMRT	21050	Fundamentals of Marketing Technology	3
	BMRT	21008	Case Studies (3) or	3
	BMRT	21020	Introduction to Entrepreneurship (3) or	
	BMRT	21052	Professional Selling Techniques (3) or	
	BMRT	21053	Advertising in Business (3)	
KSS	ECON	22060	Principles of Microeconomics	3
KAD	ECON	22061	Principles of Microeconomics	3
	MIS	34165	Dynamics of Leadership	3
III. ADDITIONAL PROGRAM REQUIREMENTS (43 credits)				
Type	Course		Title	Credits
KBS	BSCI	10001	Human Biology	3
KBS	BSCI	10003	Laboratory Experience in Biology	1
KAD	COMM	15000	Introduction to Human Communication	3
KMC	MATH	11010	Algebra for Calculus	3
KMC	MATH	11012	Intuitive Calculus	3
Kent Core Composition				6
Kent Core Humanities and Fine Arts (minimum one course from each)				9
Kent Core Social Sciences (recommended SOC 12050)				3
Kent Core Basic Sciences (recommended CHEM 10030, CHEM 10050)				2
General Electives *** (total hours depends on meeting minimum 121 credit hours and minimum 39 upper-division hours)				10
MINIMUM TOTAL				121

\* ACTT 11000 is equivalent to ACCT 23020 Introduction to Financial Accounting; and ACTT 11001 is equivalent to ACCT 23021 Introduction to Managerial Accounting.

\*\* Minimum C (2.000) grade is required to fulfill the writing-intensive requirement. *Writing intensive not approved yet.*

\*\*\*Students planning to declare the Business minor should take COMT 11000 and FIN 36063 and review the minor's admission and graduation criteria.

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses and milestones designated as critical (in boldface and shaded areas) must be completed in the semester listed to ensure a timely graduation.

Course Subject and Title	Credit Hours	Upper Div.	Min. Grade	Major GPA	Important Notes
<b>Semester One: [14 Credit Hours]</b>					
<b>BMRT 11000 Introduction to Business</b>	3			■	
ACCT 11000 Accounting I: Financial	4			■	Equivalent to ACCT 23020
US 10097 Destination Kent State: First Year Experience	1				Not required for transfer students with 25 credits
Kent Core Requirement	3				See Kent Core Summary on page 2
Kent Core Requirement	3				See Kent Core Summary on page 2
<b>Semester Two: [16 Credit Hours]</b>					
<b>BMRT 11000 Introduction to Business</b>	3			■	
<b>ECON 2000 Principles of Microeconomics</b>	3			■	Fulfills Kent Core Basic Sciences
ACTT 11001 Accounting II: Managerial	4			■	Equivalent to ACCT 23021
MATH 11010 Algebra for Calculus	3				Fulfills Kent Core Mathematics and Critical Reasoning
Kent Core Requirement	3				See Kent Core Summary on page 2
<b>Semester Three: [15 Credit Hours]</b>					
<b>AGRI 31000 Agribusiness Management</b>	3			■	
<b>BMRT 21000 Fundamentals of Marketing Technology</b>	3			■	
COMM 15000 Introduction to Human Communication	3				Fulfills Kent Core Additional
ECON 22061 Principles of Macroeconomics	3			■	Fulfills Kent Core Additional
MATH 11012 Intuitive Calculus	3				Fulfills Kent Core Mathematics and Critical Reasoning
<b>Semester Four: [16 Credit Hours]</b>					
<b>AGRI 30000 Farm Business Management</b>	3			■	
BMRT 21000 Business Law and Ethics I	3			■	
BSCI 10001 Human Biology	3				Fulfills Kent Core Basic Sciences
BSCI 10003 Laboratory Experience in Biology	1				Fulfills Kent Core Basic Sciences; offered in spring only
Kent Core Requirement	3				See Kent Core Summary on page 2
Kent Core Requirement	3				
<b>Semester Five: [15 Credit Hours]</b>					
<b>AGRI 31000 Agribusiness Management</b>	3	■		■	Offered in fall only
BMRT 21006 Human Resources Management	3			■	Offered in fall only
BMRT 21008 Case Studies or BMRT 21020 Introduction to Entrepreneurship or BMRT 21052 Professional Selling Techniques or BMRT 21053 Advertising in Business	3			■	All offered in fall only, except BMRT 21008, which is offered in spring only
MIS 34165 Dynamics of Leadership	3	■		■	Offered in fall only
<b>Semester Six: [14 Credit Hours]</b>					
AGRI 33000 Agricultural Commodity Marketing	3	■		■	Offered in spring only
AGRI 34000 Livestock Production Management	3	■		■	Offered in spring only
AGRI 35000 Crop and Forage Production Management	3	■		■	Offered in spring only
Kent Core Requirement	3				See Kent Core Summary on page 2
Kent Core Requirement	2				See Kent Core Summary on page 2
<b>Semester Seven: [15 Credit Hours]</b>					
AGRI 40000 Advanced Farm Management	3	■		■	Offered in fall only
AGRI 41000 Agricultural Marketing and Price Analysis	3	■		■	Offered in fall only
AGRI 42000 Agricultural Finance	3	■		■	Offered in fall only
AGRI 43000 Agricultural Environmental Law	3	■		■	Offered in fall only
General Elective (lower or upper division)	3				See note on page 2

**Critical requirements are boldface in shaded areas**

Course Subject and Title	Credit Hours	Upper Div.	Min. Grade	Major GPA	Important Notes
<b>Semester Eight: [16 Credit Hours]</b>					
<b>AGRI 40082 Internship</b>	3	■		■	Fulfills experiential learning requirement; offered in spring only
<b>AGRI 45000 Senior Seminar</b>	3	■	C	■	Fulfills writing intensive requirement; not approved yet; offered in spring only
AGRI 44000 Agricultural and International Trade Policy	3	■		■	Offered in spring only
General Elective (lower or upper division)	7				See note below; number of credits required depends on meeting minimum 121 hours and 39 upper-division hours

**Graduation Requirements Summary**

Minimum Total Hours	Minimum Upper-Division Hours	Minimum Kent Core Hours	Global / Domestic Diversity Course	Writing-Intensive	Experiential Learning	Minimum Major GPA	Minimum Overall GPA
121	39	36	Kent Core or General Electives	AGRI 45000	AGRI 45092	2.000	2.000

**Kent Core Summary**

Kent Core Categories	Important Notes	Remaining Credit Hours
<b>Composition (6-8 credit hours)</b> <i>ENG 11002, 11011, 21011; HONR 10197, 10297</i>	Enrollment based on placement test	6-8
<b>Mathematics and Critical Reasoning (3-5 credit hours)</b>	Fulfilled in this major with MATH 11010 and MATH 11012	0
<b>Humanities and Fine Arts (9 credit hours)</b> <i>Minimum one course from humanities in Arts and Sciences and minimum one course from fine arts</i>	May fulfill domestic and/or global diversity requirement	9
<b>Social Sciences (6 credit hours)</b> <i>Must be selected from two curricular areas</i>	3 credits fulfilled in this major with ECON 22060; SOC 12050 is recommended; may fulfill domestic and/or global diversity requirement	3
<b>Basic Sciences (6-7 credit hours)</b> <i>Must include one laboratory</i>	4 credits fulfilled in this major with BSCI 10001 and 10003; CHEM 10030 or CHEM 10050 is recommended	2-3
<b>Additional (6 credit hours)</b> <i>Must be selected from two Kent Core categories</i>	Fulfilled in this major with COMM 15000 and ECON 22061	0

**Note:** Students planning to declare the Business minor should take COMT 11000 and FIN 36063 and review the minor's admission and graduation criteria in the [University Catalog](#).

**Kent Core**

Students must complete a minimum 36 credit hours of the Kent Core. Certain courses required in programs and in student's major field may also fulfill the Kent Core. Honors equivalents shall satisfy the Kent Core. None of the courses on the Kent Core list may be taken with a pass/fail grade. Visit [www.kent.edu/catalog/kent-core](http://www.kent.edu/catalog/kent-core) for course list.

**Diversity Course Requirement**

Students must complete a two-course diversity requirement, consisting of one with a domestic (U.S.) focus and one with a global focus. One course must come from the Kent Core. The second course may be taken as a second Kent Core, within a major or minor, or as a general elective; or, with dean's approval, by completing one semester of study in another country. Visit [www.kent.edu/catalog/diversity](http://www.kent.edu/catalog/diversity) for course list.

**Writing-Intensive Course Requirement**

Students must complete a one-course writing-intensive requirement in their major and earn minimum C (2.000) grade. Visit [www.kent.edu/catalog/wic](http://www.kent.edu/catalog/wic) for course list.

**Experiential Learning Requirement**

To provide students with direct engagement in learning experiences that promote academic relevance, meaning and an understanding of real-world issues, students must complete this requirement at Kent State, either as a for-credit course or as a non-credit, non-course experience approved by the appropriate faculty member. Visit [www.kent.edu/catalog/elr](http://www.kent.edu/catalog/elr) for course list.

**Upper-Division Requirement**

Students must complete a minimum 39 upper-division (numbered 30000 to 49999) credit hours of coursework. Programs in the College of Arts and Sciences require a minimum of 42 hours of upper-division coursework.



January 28, 2013

Ohio Board of Regents  
30 East Broad Street  
36th Floor  
Columbus, Ohio 43215-3414

Distinguished Board Members,

I am writing to convey my total support for the proposed bachelor's degree in Agribusiness developed by the administrative staff of Kent State University Tuscarawas Campus and committee members. Agriculture is the number one economic industry of the demographic area served by locally-owned regional campus. The mission statement for Kent State's regional campuses is to provide "key intellectual resources for social diversity, cultural enrichment and economic development".

I returned to our family farm 30+ years ago. The changes in structure and scope of our industry have been amazing. We are no longer "my father's farm" but rather a member of the global community faced with the challenges to continue to feed the world's growing population. A paramount economic driver of all businesses is growth. Without growth most farms and agribusinesses will eventually fail. When the infrastructure of any industry is lost, eventually the industry is doomed for failure. As we have grown our needs to employ qualified individuals has also grown. We have difficulty finding middle and upper level management people to insure our long term survival. My son will need highly trained and knowledgeable people to join our organization. The proposed Agribusiness degree will provide businesses with a highly valuable resource at a reasonable cost/investment to those who pursue a career in agriculture and related businesses.

Respectfully,

A handwritten signature in black ink, appearing to read "Daniel E. Andreas". The signature is fluid and cursive, with a large loop at the end.

Daniel E. Andreas  
President  
Andreas Farms Inc.  
446 Ragersville Rd. SW  
Sugarcreek, Ohio 44681  
(330) 852-4364



# TUSCARAWAS COUNTY



277 Canal Ave. SE  
New Philadelphia, OH. 44663  
Phone : (330) 339-5585  
Fax: (330) 339-3222



Date: January 28, 2013

Dear Ohio Board Of Regents ,

This letter is to support the Tuscarawas Branch of Kent State University efforts in establishing coursework regimen that will ultimately lead to a Bachelors of Agricultural Business.

Agriculture is the number one industry in Ohio, as well as the surrounding counties of The KSU Tuscarawas Campus. Opportunities to pursue a higher degree of learning in Agriculture, in Ohio, is limited to 4 colleges. Of those colleges only three offer a Bachelors Degree program. The desire for additional opportunities in this field are real and needed. My position with USDA has allowed to me to witness high school students wishing to pursue a degree in Agriculture only to be dismayed by the lack of choices in Ohio. Several acquaintances of mine, who are Future Farmers of America advisors, have also expressed their concerns over the limited opportunities for their students who wish to pursue degrees in Agriculture. Agriculture is a bright spot in America. We produce the cheapest and highest quality food products in the world and is an industry the needs to supported. In the future this industry will need well educated individuals to continue to ensure that Agriculture will remain strong. I assure you that the world is counting on Agriculture in America to remain strong to feed the masses in the future.

As an Advisory Board Member, I feel confident that the Bachelors in Agriculture curriculum, that the KSU Tuscarawas staff has assembled is a quality and industry current program that will strongly serve the student as well as the Agricultural Community. I am recommending that you approve this proposed Bachelors Degree in Agriculture.

Sincerely,

David D. Baird  
County Executive Director.  
USDA Farm Service Agency

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202)720-2600 (voice and TDD). To file a complaint of Discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202)720-6382(TDD). USDA is an equal opportunity provider and employer.



**Stark Farm Service Agency**  
 2650 Richville Drive SE, Suite 101  
 Massillon, OH 44646-8395

**Phone: 330-830-7700, #2**  
**Fax: 330-830-7720**



February 1, 2013

Ohio Board of Regents  
 30 East Broad Street, 36th Floor  
 Columbus, OH 43215-3414

Dear Board Members:

I am writing to express support for the Kent State University Tuscarawas Campus addition of a Bachelor's degree in Agribusiness. This is a much needed degree program for future students of northeast Ohio. Currently the only universities that offer Agribusiness Bachelor degree programs are Ohio State University (Columbus) and Wilmington. This leaves a huge void for all of northeastern Ohio.

As the Executive Director for Farm Service Agency in Stark County, I have the opportunity to speak to local production agriculture farmers and agribusiness related professionals. They frequently express that they would like additional opportunities for their children to obtain an agribusiness degree without having to move to Columbus or Wilmington. A program in northeastern Ohio would fill a current void. If approved, I am sure an Agribusiness Bachelor degree program at Kent State University Tuscarawas Campus would be highly successful.

Ohio's number one industry - food and agriculture - creates sustainable economic opportunities for many Ohio residents. Agribusiness is vital to Ohio's social stability and is a key element to maintaining a healthy environment. It is the driving force behind our economy, which provides jobs for thousands of Ohioans on and off the farm.

As an advisory board member, I am very confident that the proposed curriculum is current with industry standards and local needs. The addition of this program at Kent State will provide opportunities for eastern Ohio students to continue their education, stay closer to their family farms and agribusinesses, and provide future leadership and economic opportunities to Ohio. I encourage you to approve the Bachelor's degree program at Kent State University Tuscarawas Campus.

Sincerely,

Barbara K. Stoll  
 Stark County Executive Director



THE UNITED STATES DEPARTMENT OF AGRICULTURE IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER.



Ohio State University Extension

Hardin County, Top of Ohio EERA  
One Courthouse Square, Suite 40  
Kenton, OH 43326

Phone (419) 674-2297

Fax (419) 674-2268

<http://hardin.osu.edu>

March 23, 2011

Waliah Poto  
Business Manager  
Kent State University, Tuscarawas  
330 University Drive Northeast  
New Philadelphia, OH 44663-9403

Dear Waliah,

Thanks for sending the survey and information about your interest in more educational coursework in the area of agricultural business. The survey, as I filled it out, does not really apply to me or to OSU Extension, as we have a Master's degree requirement for educator positions. In more normal times, there may be opportunities for program assistants or program coordinators in county Extension offices, but with all budgets being cut, I do not know what to expect within the Extension program in the near future.

I do see this effort to add coursework in the area of agricultural business being a great advantage to farm families and young farmers in your area. Many can benefit from courses in an associates degree program as they start or continue to work in their family farm or as an employee on other farms or in agricultural businesses. The same would be true for the bachelor's degree program.

I hope you will move forward with this investigation regarding this new curriculum addition that has been proposed. While you may already be doing this, I suggest you survey farm families, agricultural businesses, local banking institutions, and any farm related business or industry within 50 miles of New Philadelphia. This may give you a better idea of the need for this program.

Best wishes,

A handwritten signature in cursive script that reads "Gene McCluer".

Gene McCluer  
OSU Extension Educator  
Agriculture & Natural Resources  
Hardin County, Ohio



## *Monroe Soil and Water Conservation District*

*117 North Main Street, Woodsfield, OH 43793*

*Phone: (740) 472-5477 Fax: (740) 472-5581*

July 6, 2012

To Whom It May Concern:

The Supervisors of the Monroe Soil and Water Conservation District were elated to learn that Kent State University developing an Agribusiness Program.

Agriculture is the number one industry in the State of Ohio. In these difficult economic times, it is essential to train skilled professionals in the area of agriculture so the industry can keep moving forward.

Therefore, the Supervisors of the Monroe Soil and Water Conservation District support the introduction of the Agribusiness degree.

Sincerely,

*Brenda Miller, Vice Chairman*

*for*

David Landefeld  
Chairman



# Countryside Conservancy

*Reconnecting Land, Farming, Food and Community*

---

2179 Everett Road • Peninsula, Ohio 44264 • P 330.657.2542 x222 • F 330.857.2198 • [www.cvcountryside.org](http://www.cvcountryside.org)

October 11, 2011

Ohio Board of Regents-

I am very pleased to hear that Kent State University, Tuscarawas Campus is seeking approval for a BA in Agri-Business. Agriculture is the number one industry in the State of Ohio and our farming population is declining. The American Farmland Trust has identified the three main barriers for entry into farming and agri-business.

1. Access to Land
2. Access to Capital
3. Access to Training and Skills

As a professional in the Agri-Business sector I see a huge demand for training and skills and an even larger supply issue. If Kent State University, Tuscarawas campus was able to offer Agri-Business as a BA, I whole heartedly believe the graduation and success rate would be extremely high. In addition, I would like to see the brightest and best Agri-Business young people stay in Ohio for school which increases the chances that they will call Ohio home after graduation.

Sincerely,

*Katie Myers-Griffith*

Katie Myers-Griffith  
Farmers & Farmland Program Manager  
Countryside Conservancy  
2179 Everett Road  
Peninsula, Ohio 44264  
[kmyers@cvcountryside.org](mailto:kmyers@cvcountryside.org)  
330.657.2542 x 222



*farmland*



*farmers*



*food*



*community*

FEB 17 2011



B E Fornshell  
730 Dove Rd  
Eaton, OH 45320

# Ohio Agri-Women

## *Standing Up and Speaking Out for Agriculture*

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February 14, 2012

Kent State University Tuscarawas  
330 University Drive Northeast  
New Philadelphia, OH 44663-9403

To Whom It May Concern:

OHIO AGRI-WOMEN would like to recommend that Kent State University add a Bachelor's degree in Agribusiness to your programs available for your students. Our organization supports "Agriculture in the Classroom" from preschool programs to university level. We sponsor educational programs to ensure the continuance of the family farm and to provide food and agricultural products to Ohioans and the world.

Agriculture is Ohio's leading industry. There are more than 77,000 farms in Ohio. About 90 percent of those farms are run by families or individuals. One may know that Ohio ranks high in crop production and livestock, but may be surprised to find that we rank very high in other products such as cheese, poultry, maple syrup and sweet corn.

OHIO AGRI-WOMEN believe in the future of our young people. We believe that agricultural programs in Ohio colleges and universities will better prepare our graduates to step into Agricultural Careers that will promote growth in Ohio and will ensure agriculture to be the leading industry in Ohio for many years to come!

Thank you very much for supporting Agriculture in the State of Ohio!

Sincerely,

*Beth E Fornshell*

Beth E Fornshell  
OHIO AGRI-WOMEN





Utica FFA  
260 N. Jefferson St.  
P.O. Box 677  
Utica, Ohio 43080  
Ag Room: (740) 892-2185  
High School: (740) 892-2855  
Fax: (740) 892-2090  
E-mail: [spriest@uhs.laca.org](mailto:spriest@uhs.laca.org)

January 3, 2012

Ohio Board of Regents  
30 East Broad Street, 36th floor  
Columbus, OH 43215-3414

To Whom It May Concern:

This letter is in regards to my support for the Kent State University Tuscarawas Campus addition of a Bachelor's degree in Agribusiness. As an Agricultural Education Instructor in the State of Ohio, I am inspired to see colleges around the state adding different agricultural programming to their curriculum. This is a much needed change in Ohio.

In many states around the country a student may attend a community college or a regional campus of a college or university, as they may in Ohio. The major difference in many of the states around the country is that there is a choice for these students that wish to pursue agriculture. The students who wish to pursue agriculture as a career have a variety of schools to choose from within their state, unlike Ohio. Ohio has very few agricultural offerings around the state.

With the proper planning, and high standards of excellence that Kent State is known for this program has success written all over it. Agriculture is the number one business in Ohio. Many students wish to continue their education in Agriculture and agribusiness. The addition of this degree program at Kent State will allow students another avenue to continue their education. The addition of an Agribusiness Degree program at Kent State will allow many students to stay close to home and involved in their current agricultural operations. This will encourage those that may not have wanted to continue their education to do so.

I encourage you to approve the degree program at Kent State in order that more students may earn a degree in agriculture and stay in Ohio for education and after for employment.

Sincerely,

Steven Priest  
Agricultural Education Instructor/FFA Advisor  
Utica High School

Ohio Board of Regents

30 East Broad St 36<sup>th</sup> Floor

Columbus, Ohio 43215-3414

As a member of the Agri-business Advisory Board, I proudly support the establishment of an Agri-business bachelor's degree program at Kent State University Tuscarawas.

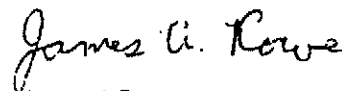
Many times, when our state is growing its economy and work force, much emphasis is placed on enticing new business to our state. But, existing industry should also be encouraged to expand their work force through an enhanced business environment and availability of a skilled work force.

Surprisingly, food and fiber production is our state's number one industry. Estimates of many studies suggest that its value to our state economy (field to plate) to be over \$100 billion.

There are many opportunities in the food industry. Training minds in the field of agri-business will provide opportunities for very desirable, high paying jobs in established business or for the more innovative thinker, give them the knowledge and encouragement to start their own business. With the age of the "Web", small "in the basement" type businesses can quickly grow into multi-million dollar enterprises in a few weeks.

Our state needs to keep its young people! By providing a variety of educational opportunities and high paying, rewarding jobs, our youth will be given every opportunity to remain a " Buckeye", and as our youth realize the possibilities and advantages of Ohio, they will not only be rewarded financially but will become welcomed members of our communities.

Please join me in supporting the new Agri-business bachelor's degree program at Kent State University Tuscarawas.



James A Rowe

Local business owner

Advisory board member

5942 Harmony Valley Road  
Newcomerstown, OH 43832

31 January 2013

Ohio Board of Regents  
30 East Broad St. 36<sup>th</sup>. Floor  
Columbus, OH 43215-3414

To Whom It May Concern:

This letter is to express my support for a Bachelor's Degree program in Agribusiness at The Kent State University, Tuscarawas Campus. I have served the livestock industry in a five county area as a food animal veterinarian for 30 years, and I am currently farming and raising beef cattle in Tuscarawas County.

Agriculture has a very large economic impact in the area. Tuscarawas County ranks high for livestock and grain production in Ohio. Farms are getting larger and, as a result, require significant support services. An agribusiness program will provide local residents the opportunity to develop skills to work in a healthy, growing agriculture industry.

This program will also be beneficial to youth of the community who want to develop careers related to agriculture. Since we are an agricultural based community, many of our young people have a natural interest in agricultural careers. Frequently, these students have limited financial resources and a local program will serve their needs.

In summary, we have students who will be interested in the program. We have an industry that can employ the graduates that want to stay in the area. And, we have a large area of the state that can use the economic benefits of a well educated, highly employable group of graduates.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. P. Lahmers". The signature is fluid and cursive, with a large initial "J" and "P".

Jerry P. Lahmers, DVM



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

**March 20, 2013**

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

**Not Present:** George Garrison (At-Large)

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

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

Chair Farrell called the meeting to order at 3:11 p.m. in the Faculty Senate conference room, 227 Schwartz Center.

### **2. Approval of Minutes**

The minutes from the February 20, 2013 Executive Committee Meeting were approved as amended (Fox/White).

The minutes from the February 27, 2013 Executive Committee Meeting were approved as amended (Dees/Earp).

The minutes from the March 13, 2012 Faculty Senate Meeting were approved as amended (Fox/Dees). The minutes will be presented to the Senate at the April 8, 2013 meeting.

### **3. EPC Items**

- A. Revision of the graduate admissions policy to codify existing practices, ensure applicants are fully informed about the university's admissions policies and practices, and raise minimum admission standards to be consistent with peer institutions in Ohio. Effective Fall 2013. This will go to Senate as an action item.
- B. Establishment of the Architecture and Environmental Design major within the Master of Science degree. Five courses are established for the program. Minimum total credit hours to program completion are 35. Effective Fall 2013. This will go to Senate as an action item.

- C. Establishment of the Master of Health Care Design degree. Five courses are established for the program. Minimum total credit hours to program completion are 32. Effective Fall 2013. This will go to Senate as an action item.
- D. Establishment of the Master of Landscape Architecture I and Master of Landscape Architecture II degrees. The MLA I degree will be a first-professional degree for students with no prior training in landscape architecture, and will be submitted to the Landscape Architectural Accreditation Board for future accreditation. The MLA II degree will be a non-accredited post-professional degree for students holding an accredited undergraduate degree in landscape architecture. Fifteen courses are established for the degree and 60 for the MLA II degree. Effective Fall 2013. This will go to Senate as an action item.
- E. Establishment of the Nursing Practice major within the Doctor of Nursing Practice degree. Students admitted to the major will be post-baccalaureate. The major will comprise eight concentrations: Pediatric Nurse Practitioner; Pediatric Clinical Nurse Specialist; Women's Health Nurse Practitioner; Adult Gerontology Clinical Nurse Specialist; Adult Gerontology Acute Care Nurse Practitioner; Psychiatric Mental Health Family Nurse Practitioner; Advanced Practice Registered Nurse; Nurse Practitioner Adult Gerontology Primary Care. Minimum total credit hours to program completion are 71-86, depending on concentration. Effective Fall 2013. This will go to Senate as an action item.
- F. Revision of name of the Educational Interpreting K-12 concentration to ASL/English Interpreting in the Special Education major within the Master of Education degree. Minimum total credit hours to program completion are unchanged. Effective Fall 2013. The Executive Committee approved this change.

4. Discussion with Provost Diacon

A. College of Podiatric Medicine

The executive committee discussed this motion with the Provost. The proposed language will go to the Senate at the April meeting along with the Higher Learning Commission's report.

B. Update on Academic Affairs Strategic Planning

The Provost reported that the draft plan is available. Provost Diacon will address the Senate at the April meeting and will ask the committee co-chairs to provide an update on the process. The final day for the university community to offer feedback is April 10, 2013.

C. Parking Spaces at Henderson

The executive committee has received questions about the availability of parking spaces at Henderson Hall due to the upcoming construction. The Provost responded that the number of spaces in the new lot would be close to the number of spaces lost due to construction. There was some discussion about whether different permits would be issued

depending on which building people worked in. This will be discussed with Larry Emling, the Parking Services Manager.

D. Student Survey of Instruction

The executive committee discussed with the Provost the faculty concerns that the SSI's are being used in a way for which they were not intended. The Provost asked for a copy of the Lovejoy report and will review it. We will have a discussion at a future executive committee meeting about the SSI's. Provost Diacon stated that he agreed with Chair Farrell's comments on the use of SSI's at the March Faculty Senate meeting.

E. Regional Campus Handbook Weighting Criteria

It has been brought to the attention of the executive committee that there have been discussions at the Regional Campus Faculty Councils about weighting reappointment, tenure, and promotion (RTP) criteria to make them align across the various campuses. The executive committee stressed that each regional campus is unique and has criteria for RTP based on their individual missions. The Provost replied he was unaware of the discussions going on and as far as he knew this was not coming from his office, he will look into this and report back to the executive committee. Provost Diacon stated that he felt as long as everyone knows the criteria and that the RTP criteria are clear there should not be a problem having different criteria for the regional campuses.

F. Timetabling Committee

Provost's Fellow Tankersley discussed the makeup of the committee that will investigate the possibility of improving the timetabling software used to schedule classes. She inquired if this would be a Faculty Senate committee and Chair Farrell responded that this was not a Faculty Senate committee. There will be informal consultation between Chair Farrell and the Provost's Office on the membership of the committee.

5. Faculty Senate Spring Forum

The executive committee discussed plans for the upcoming Faculty Senate Spring Forum on Responsibility Center Management. A test call was done with the speakers from Indiana University and the technology worked well. Ms. Kail will send out a reminder email to faculty about the event and will also solicit questions prior to the forum that will be provided to the speakers.

6. Nominees for Faculty Senate Officers: Chair, Vice-Chair, Secretary, At-Large

The nominating committee has asked the current executive committee to consider running for re-election. All have agreed to seek re-election for next year. For the election to take place there must be two candidates for each position. The nominating committee is seeking additional candidates.

7. Agenda for the April 8, 2013 Faculty Senate Meeting

The agenda for the April 8, 2013 Faculty Senate Meeting was discussed. The following items will be placed on the agenda (Fox/Earp):

- Provost Diacon will address the Senate
- Election of Faculty Senate Officers
- Reports
  - Discussion of the draft Academic Affairs Strategic Plan – Dean Wearden and Professor Carey McDougall
  - Overview of Carnegie Foundation Community Engagement Classification (Dr. Tina Kandakai, Direct of the Office of Experiential Education and Civic Engagement)
- EPC Items (5 items brought as action items and 1 item as a discussion item)
- New Business
  - College of Podiatric Medicine representation on Faculty Senate

8. Faculty Professional Development Center

Associate Provost for Faculty Affairs Averill and Melody Tankersley (Provost Fellow) have been meeting with Dr. David Dees, Dr. David Dalton, Chair Farrell and Professor Fenk (President of the Tenure-Track unit of AAUP) to discuss the future of the Faculty Professional Development Center. The administration believes it is time to do something with the leadership of the center and were wanting ideas and input from Faculty Senate and AAUP. There have been a number of possible organizational structures discussed. No final decision has been made at this point.

9. House Bill 59

Chair Farrell shared a new draft resolution on faculty workload polices from the Ohio Faculty Council. At the Ohio Faculty Council meeting on April 12 they will take a straw poll vote on endorsing the resolution. The executive committee recommended some changes to the language that Chair Farrell will send to the Ohio Faculty Council.

10. Replacing Faculty Senators who can no longer fulfill their term

The executive committee discussed the charter and bylaws language that pertains to replacing senators whose terms have not expired. There is some ambiguity over how to replace NTT senators. The language is unclear if the replacement should be the alternate from the election year of the senator who has resigned or the alternate from the most current election. It was decided that the replacement should be the alternate from the election year and if they are unable to serve then it would be the alternate from the most current election.

11. Adjournment

Chair Farrell adjourned the meeting at 7:20 p.m.

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



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

**April 29, 2013**

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

**Guests:** President Lefton, Provost Diacon, Provost's Fellow Melody Tankersley, Dr. Larry Osher, Associate Provost for Global Education Dr. Marcello Fantoni

**1. Call to Order**

Chair Farrell called the meeting to order at 3:35p.m. in the Urban Conference Room.

**2. Approval of Minutes**

The minutes from the April 8 2013 Faculty Senate Meeting were approved as amended (Fox-Cardamone/Garrison). The minutes will be presented to the Senate at the May meeting.

**3. Establishment of University Policy 3342-5-17 Regarding Study Abroad and Other International Travel; Establishment of University Policy 3342-5-18 Regarding Establishing Relationships with Universities and Educational Institutions Abroad - Associate Provost for Global Education, Dr. Marcello Fantoni.**

Chair Farrell inquired if these were new policies. Dr. Fantoni responded that they were new policies although some of the pieces of the policies have been in practice for a while.

*Establishment of University Policy 3342-5-17 Regarding Study Abroad and Other International Travel*

The Executive Committee inquired about that language in section E3c, in terms of what would happen if the faculty member decided to stay in the country instead of evacuating. The policy states that students must sign a waiver if they decide to stay, however, the policy is silent in regards to faculty. Dr. Fantoni replied that there are two levels of risk; if the State Department only recommends evacuation, they inform the students and recommend that they should leave, however, if a student decides to stay they must sign a waiver. The university would not require the faculty member to stay if a student decided to stay. Dr. Fantoni agreed that language should be added specifying what is required of faculty and will do so before the policy goes before the full Senate.

There is also language that deals with faculty traveling internationally and the need for insurance. The Executive Committee asked whether faculty members traveling for vacation or personal reasons needed to inform the university. Dr. Fantoni stated that they did not need to inform the university. The insurance mentioned in the policy was only if they were traveling on university business. It was decided that the wording "university insurance plan" was ambiguous and would be changed to the exact title of the specific insurance. Senator Garrison asked if a faculty member traveling for personal reasons could obtain this insurance via the university. President Lefton replied they could not.

*Establishment of University Policy 3342-5-18 Regarding Establishing Relationships with Universities and Educational Institutions Abroad*

The Executive Committee felt that sections B1C-B1F seemed very inclusive, and it appears as if faculty could not collaborate without the permission of the Office of Global Education. President Lefton agreed that items E-F were overreaching and should be deleted. These sections will be deleted before the policy is presented to the full Senate.

4. Items from President Lefton and Provost Diacon

*College of Podiatric Medicine*

President Lefton inquired where Senate was on the issue of voting representation for the faculty of the College of Podiatric Medicine. The Executive Committee informed President Lefton that there is an alternative resolution that colleges with less than 10 tenure-track faculty would all have a dedicated seat on Senate. Provost Diacon discussed the possibility of having President Lefton call the presidents of other Colleges' of Podiatric Medicine to see what their salaries and workloads are as this is a concern for their faculty.

Dr. Osher asked if the Kent Campus was going to be absorbing many of their duplicate positions. When the merger occurred the College of Podiatric Medicine was guaranteed that no personnel changes would take place for 18 months. That date will expire on December 31, 2013. A few of their support staff have taken jobs at the Kent Campus.

*Presidential Search Process*

The Board of Trustees will be responsible for conducting the search and the process is laid out in policy. Currently President Lefton is not involved at all. The Board of Trustees is working to select a search firm to handle the search. They would like an advertisement to be placed in August. The President expects the Board of Trustees to make an announcement on how this will be handled at the May meeting.

*Affordable Health Care Act Update*

There are not that many faculty who will be impacted by the legislation. On the Kent Campus the majority of faculty are in English and Foreign Language Instruction. This issue can be addressed by combining some positions to create full time non tenure-track positions. Some may be created as split appointments between the Kent Campus and Regional Campuses. This may lead to the elimination of some of the part time faculty positions. Chair Farrell reminded Provost Diacon that the non tenure-track CBA had rules in place for hiring faculty. The Executive Committee asked why the positions would not be tenure-track. Provost Diacon stated that the deans could make the positions tenure-track if they liked, however, that would mean a longer search process. This does not mean that we will not have part time faculty; it means that their teaching load would be reduced to only two lecture courses.

5. Conversation with Dr. Osher, Representative for the College of Podiatric Medicine

The Faculty Senate executive committee will visit the faculty at the College of Podiatric Medicine on Monday May 6. A major concern of their faculty is workload. A number of the faculty have expressed interest in learning more about tenure-track positions. Clinical faculty are very busy; they teach and also see patients while supervising students. Their time is very structured. There are only 13 full time faculty, they would like to have hours based on their job duties, however, they do not have enough faculty to follow this model. There are approximately 400 students. They are very understaffed compared to other Colleges of Podiatric Medicine. There are disagreements between the College of Podiatric Medicine and their current administration over such issues as workload and lack of faculty. They would like to make the Kent State administration aware of these issues. The question of how they are keeping accreditation with the low number of faculty members was raised. Dr. Osher stated that it is a concern of their accrediting agency, the Council on Podiatric Medical Education. Due to low salary offerings they cannot attract good faculty. They are trying to hire three new faculty members. The College of Podiatric Medicine faculty were told by their administration that they were going to merge with Kent State but they could not come in as part of a union or as tenure-track faculty. The faculty were not happy about that but wanted the merger because it was important to them. They were promised voting rights on Faculty Senate by Associate Provost Tim Chandler. Dr. Osher stated the Provost Diacon has been very supportive of the faculty at the College of Podiatric Medicine.

6. Adjournment

Chair Farrell adjourned the meeting at 5:45p.m.

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



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

**May 1, 2013**

**Present:** Paul Farrell (Chair), Don White (Vice Chair), Vanessa Earp (Secretary),  
David Dees (Appointed), Lee Fox-Cardamone (Appointed)

**Not Present:** George Garrison (At-Large)

**Guests:** Dean Laura Dzurec, Dr. Amy Quillin (Sr. Associate Director of the Student  
Accessibility Services)

**1. Call to Order**

Chair Farrell called the meeting to order at 3:35 p.m. in the Faculty Senate conference room, 227 Schwartz Center.

**2. Approval of Minutes**

The minutes from the March 20, 2013 Executive Committee Meeting were approved as amended (Fox-Cardamone/White).

The minutes from the April 8, 2013 Faculty Senate Meeting were approved as amended (Fox/Dees). The minutes will be presented to the Senate at the May meeting.

**3. ADA Advisory Committee - Dean Dzurec and Dr. Amy Quillin**

Dean Dzurec and Dr. Quillin shared a draft of a survey on curricular accessibility. The instructional curricular subcommittee would like to distribute this survey to faculty members. They hope to gather information on how aware faculty are about the curricular ADA accessibility concerns. The results would enable the Student Accessibility Office to better communicate with faculty on how they may help students. They would also like to gather information on how online courses are being developed with ADA issues in mind. This would help with educational technology issues, such as captioning. A concern of the Executive Committee is that faculty are being overwhelmed with surveys at the moment and the timing of this survey would be very important.

Making sure online courses are ADA compliant is more work for faculty members than preparing in-person courses. New legislation states that even online courses must be accessible for students with disabilities. The accommodations must be "reasonable" or the student cannot take the course. However, the bar for that is high. The Student Accessibility Service Office determines if an accommodation is reasonable. Faculty need to be aware of this as they start to prepare their classes. The Executive Committee suggested that it would be useful if examples of well-prepared courses could be made available to chairs and directors. They also asked whether educational technologists could prepare presentations for the faculty on how this would be done, and whether a package could be prepared. The Executive Committee recommended that the Student Accessibility Services Office include information on online courses when they send out their letter about services.

4. Doctorate in Nursing Practice (DNP) – Dean Dzurec

Chair Farrell received an email from Therese Tillett about the DNP that Senate passed at the April 8th Meeting. There was some confusion with the accreditation body over the title. The word "advanced" needs to be added to the title, the new title will be Doctorate in Advanced Nursing Practice. This allows the College of Nursing to distinguish students who are post baccalaureate and post-masters. The Executive Committee approved this change (Dees/Fox) and it will go to the Senate as an information item.

5. College of Podiatric Medicine

On Monday May 6, the Executive Committee of Faculty Senate will visit the College of Podiatric Medicine.

There may be a modification made to the motion that went before Senate at the April meeting. There is also the possibility of a different motion (a substitute motion) being presented at the May Faculty Senate Meeting.

6. College Representation on Senate

While looking at the bylaws to determine how to provide representation for the College of Podiatric Medicine, it was discovered that the Regional College has representation when it should not. Faculty in the Regional College should be represented by their Regional Campus, not the Regional College.

7. Attendance at Senate

Senators are required to attend every meeting. If a Senator misses three successive meetings without informing the Senate Office, they are subject to removal. After missing two meetings, the secretary will inform the senator of the policy. Chair Farrell will remind the Senate of this policy at the September meeting.

8. Deans in Roll Call

There was a discussion on adding the Deans to the roll call during the Senate meetings. They are considered ex-officio members and should be added. The change will be implemented at the September Faculty Senate Meeting.

9. Proposed changes being submitted to Committee on Committees.

Vice Chair White identified all the committees that required tenured or tenure-track faculty members to see which committees faculty from the College of Podiatric Medicine would not be allowed to serve. The following committees were identified:

- Citation and Recognition Committee (tenure-track or tenured)
- Educational Policies Council (tenured or tenure-track; this committee description is inconsistent with the bylaws and this language will be changed to allow non tenure-track representation).
- Faculty Ethics Committee (needs to be full time tenured)
- Joint Appeals Board (needs to be full time tenured)
- Professional Standards (tenured or tenure-track)
- Student Rights and Standards Committee (faculty member has to be employed at Kent State for two years for service)
- University Libraries Advisory Committee (full time tenured or tenure-track, perhaps this committee should be open to non tenure-track)
- University Teaching Council (12 tenure-track and 4 non tenure-track, if we change from 4 non tenure-track to 4 full time faculty who are not tenure-track, then faculty from the College of Podiatric Medicine could serve)

The Committee on Committees will review these committees and recommend changes if needed.

10. Nomination of Senate and non-Senate members for the Committee on Administrative Officers. The elections will be conducted via mail.

One senator and one non-senator need to be elected for the Committee on Administrative Officers by the Faculty Senate. There should be two nominees for each position. The executive committee will continue to discuss this.

11. Select the Appointed Members of the Executive Committee

This will be discussed at a future executive committee meeting.

12. Set Agenda for the May 13, 2013 Faculty Senate Meeting

The executive committee reviewed the draft agenda for the May 13, 2013 Faculty Senate Meeting.

President's Remarks

Chair's Remarks

University Climate Study (Provost's Fellow Melody Tankersley)

No EPC items

Old Business - Action Item:

- College of Podiatric Medicine

New Business - Action Items:

- University Policy regarding study abroad and other international travel
- University policy regarding establishing relationships with universities and educational institutions abroad

Motion to approve the agenda (White/Earp)

13. Adjournment

Chair Farrell adjourned the meeting at 6:20 p.m.

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



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

**May 22, 2013**

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

**Not Present:** George Garrison (At-Large)

**Guests:** Todd Diacon - Provost and Senior Vice President for Academic Affairs

**1. Call to Order**

Chair Farrell called the meeting to order at 2:35 p.m. in the Urban Conference Room.

**2. Provost Diacon**

**Retirements:**

David Mohan, Dean of the Geauga Campus, will step down June 30th, 2014. Faculty notices are still coming in; at the last Board of Trustees meeting they approved 35 retirements. This may be due to the changes in the State Teachers Retirement System (STRS). There may still be faculty considering retirement this summer.

**Appointments and Changes in the Provost's Office:**

Dr. Melody Tankersley has been appointed as the new Associate Provost for Academic Affairs. She will have the same basic duties as Dr. Timothy Chandler, however, some of the units who reported to Dr. Chandler will now report directly to the Provost (Undergraduate Studies and University Libraries). The University Press and Dr. Robert Walker, Director of the School of Digital Sciences, will now report to Dr. Tankersley.

Dr. Fashaad Crawford has been named Assistant Provost for Accreditation, Assessment, and Learning.

The Provost would like the College of Undergraduate Studies to house programs that are not tied to a particular major, such as Experiential Learning.

Dr. Richard Rubin, Associate Provost for Extended Education, will not be replaced. Deborah Huntsman will take on this work.

Provost Diacon will start meeting with the Regional Campus Deans individually once a semester. The Regional Campus Deans undergo a performance review each year by Dr. Wanda Thomas.

The Vice President for Research, Dr. Grant McGimpsey reports to Provost Diacon.

The Executive Committee inquired if the Provost reviews items that go to EPC from Vice Provosts or Vice Presidents. Provost Diacon stated that yes, although he has not been as attentive to this as he should be. He plans to spend more time on this in the future. He will start looking at proposals for new programs or new centers more closely to identify items with which the Board of Trustees may have concerns.

Provost Diacon is in the process of putting a committee together to review the future of the College of Applied Engineering, Sustainably, and Technology.

3. Meeting Minutes

The minutes from the Executive Committee Meeting of March 20, 2013 were approved as amended (Earp/White).

4. Items from the EPC Meeting of May 20, 2013

- A. Division of Graduate Studies: Establishment of policy on academic standing for graduate students to replace current policies on dismissal and dismissal appeals. Effective Fall 2013.

The Executive Committee of Faculty Senate voted to place this item on the agenda of the July Faculty Senate meeting (Fox/White).

- B. College of Arts and Sciences: Inactivation of American Studies major within the Bachelor of Arts degree. There have been only two graduates in the past 10 years; admission to the program was suspended in fall 2010. Proposal includes inactivation of American Studies minor and all AMST courses. Effective Fall 2013.

Approved by the Executive Committee of Faculty Senate (Dees/Fox).

- C. College of Public Health: Merger of two academic departments – Department of Environmental Health Sciences and Department of Epidemiology and Biostatistics – to form the Department of Biostatistics, Environmental Health Sciences and Epidemiology. Effective Fall 2013.

The Executive Committee supports this merger of programs because it will reduce the administrative overhead in a college that is in severe financial difficulties. The Executive Committee of Faculty Senate voted to place this item on the agenda of the July Faculty Senate meeting (Earp/Fox).

- D. Regional College: Establishment of an Agribusiness major within the Bachelor of Science degree, to be offered on the Tuscarawas Campus. Included in the proposal are establishment of 14 AGRI courses. Minimum total credit hours to program completion are 121. Effective Fall 2014.

There was concern expressed over the need for this degree. Chair Farrell replied that there were a number of support letters written. The Executive Committee of Faculty Senate voted to place this item on the agenda of the July Faculty Senate meeting (White/Fox).

## 5. Committee Appointments

### A. Educational Policies Council

Graduate Council – There are two openings that need to be filled. The Executive Committee discussed names and decided on two Senators. Chair Farrell will approach the Senators to inquire if they are still interested.

Undergraduate Council – There are three openings that need to be filled. The Executive Committee discussed names and decided on two Senators. Chair Farrell will approach the Senators to inquire if they are still interested. The Executive Committee will continue to discuss this and identify a third Senator.

### B. Committee on Committees

Seven people need to be appointed, two of which need to be Senators. Vice Chair White serves as Chair of this committee. Four faculty members expressed interest in serving on this committee; the Executive Committee discussed two other possible members. Chair Farrell will contact the faculty members to see if they are still interested.

### C. Committee on Administrative Officers nominations

The Executive identified Senators and non-Senators to stand for election. The election can either take place at the July Faculty Senate meeting or by written ballot. It was decided to conduct the election by written ballot.

### D. FaSBAC preliminary discussion

The Executive Committee will wait until the College Advisory Committees submit their nominations. Tess Kail will send reminder letters to the College Deans.

## 6. Discussion on Presidential Search

Richard Marsh, a member of the Board of Trustees, will serve as the Chair of the Presidential Search Committee. The Executive Committee expressed their desire to see a more transparent search than the last search. The only required faculty to serve on the search committee are the Chair of Faculty Senate, two faculty members nominated by the Committee on Administrative

Officers, and one faculty member nominated by Regional Campus Faculty Advisory Council. Names of potential faculty members to recommend for the search committee were discussed.

7. Selection of Executives Committee Appointed Members

Senators David Dees and Lee Fox were nominated to serve as appointed members to the Executive Committee of Faculty Senate (Farrell/White). Senator Dees and Senator Fox were approved unanimously.

8. Adjournment

Chair Farrell adjourned the meeting at 4:48 p.m.

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