Kent Stark Faculty Council Minutes
19 April 2013

Attendance by constituency: I. Kim Garchar, Carey McDougall; II. Erin Hollenbaugh, Deidre Warren, Julie Cremeans-Smith; III. Gro Hovhannisyan, Relja Vulanovic; IV. Jayne Moneysmith, Mary Rooks; V. Deb Shelestak; VI. Jarrod Tudor

Absent: Leslie Heaphy, Robert Hamilton, Brenda Smith, Verena Murphy, Greg Blundell, Beth Campbell

Ex-Officio: Dean Walter Wagor, Assoc. Dean Ruth Capasso

Guests: Lori Wilfong, Oliver Ruff, Kathy Stibbins, Brandon Vaccaro, Mitch McKenney, Rob Kairis

I. Call to Order was given by Carey McDougall at 2:02 p.m.
II. Roll call and determination of quorum made by Mary Rooks.
III. Kim Garchar made a motion to approve the agenda, with minor changes. Jayne Moneysmith seconded. The agenda was unanimously approved.
IV. With minor corrections, the minutes of the 15 March 2013 meeting were approved.

V. Chair’s Report
   a) Cabinet requested that Council recommend (to the Dean) faculty members to serve on the search committee for bookstore manager. Gro Hovhannisyan made a motion to recommend that both faculty members on the committee not be junior faculty, and to recommend Julie Cremeans-Smith, Peter Dorff, Deepraj Mukherjee, and Brenda Smith for the committee. Jayne Moneysmith seconded. Julie Cremeans-Smith asked to be withdrawn from the list, due to conflicts. During discussion, Jarrod Tudor moved to add a friendly amendment adding Brandon Vaccaro to the list. Julie Cremeans-Smith seconded. After discussion, the friendly amendment and the amended motion were approved unanimously.
   b) The design team for the Community Inspired Opportunity Plan (CIOP) met last month and, with Steve Schwander, developed the beginnings of survey questions that are based on the feedback Schwander received from all the groups he spoke with and the PRIZM geo-demographic analysis of our last five year freshmen database. Schwander will send the online survey to the Design Team soon.
   c) Chair McDougall shared that RCFAC is still discussing the pros and cons of having a common weighting section for RTP in all the regional campus handbooks. During the ensuing discussion, it was decided that given the lack of clarity on the reason for having a common section and the large amount of work it would take to come up with such a section that all the campuses support, this year’s Council would not move forward on the topic in any way.

VI. Dean’s Report
   a) The presentation to the Capital Campaigns Committee has been made and we await word of the results.
   b) The ceremonial groundbreaking for the new science building will be held on May 15th. The design for the building is close to completion. The technology committee held a conversation with faculty to get their input regarding classroom/technical needs in general.
   c) The search committee for Assistant Dean met recently to begin to set up their evaluation sheet/rubric.
   d) Dean Wagor encouraged faculty members to attend the upcoming graduation ceremonies.
e) Dean Wagor reported that we are searching for a “Business Services Administrator”—the PRA is out now. Also, the ad for the position of bookstore manager is out and a search committee will soon be formed.

f) Conceptual Master Plan: Dean Wagor reported that we will soon be seeing several new signs around campus and the survey about the streetscape along Frank Avenue is finished. He noted that we may want to think about adding a sidewalk (as a gift to the community), and that we are looking into adding a bike trail.

g) Strategic Plan: An announcement is ready to go out that we need to discuss ways to address changes in state funding for higher education (e.g., how “performance measures” will impact our campus). These discussions will begin when we return in the fall.

VII. Associate Dean’s Report

a) Dean Capasso noted that changes in the business office should not impact applications for travel reimbursement.

b) Dean Capasso reported that the process for evaluating enrollment-contingent compensation for summer classes for full time faculty continues. Each summer session will be evaluated separately. Two weeks before the start date of the session, everyone teaching in that session will get a letter by e-mail. The letter will have your assignment, your current enrollment, and the enrollment you will need to be paid at 100% of your salary. You will have one week to respond, indicating whether or not you will take proportional compensation or only 100%. The number that will be used to determine compensation will be the highest number of students enrolled on the day the class starts. Student withdrawals after the first day will not have an impact on compensation. If students add the class, and the total number goes up, you will get paid according to the higher number. Dean Capasso noted that responding quickly to the e-mail will be helpful, as decisions need to be made regarding whether or not to cancel classes. She invited faculty members to e-mail her with any questions.

c) The work of the search committees is close to completion. Five searches have already resulted in verbal or written acceptances.

d) In response to changes in benefits laws, the university is being more stringent about limiting the number of hours assigned to adjunct faculty members (across all Kent campuses). (Coordinators should look for e-mails on this development.)

VIII. Committee Reports

a) SSI Norming—Lori Wilfong, Jayne Moneysmith, Oliver Ruff, Kathy Stirbins, and Brandon Vaccaro reported on the research and findings of the committee. After extensive discussion, Chair McDougall thanked the committee and asked them to meet again and compose a final recommendation. A full report from the committee will be presented at the May Council meeting.

b) Academic Planning—Lori Wilfong reported on the proposal to offer the Master of Arts in Teaching MC education at Stark, noting that this degree will capitalize on the graduate program we already have here and will not require additional faculty. Candidates for the degree will already have a Bachelor’s degree and will have the ability to earn a Master’s and license in Middle Childhood Education. The degree will be offered at both Kent and Stark. Wilfong thanked Claudia Khoury-Bowers for her hard work on this proposal. The proposal has passed both the Department and College Curriculum Committees and will be in front of UPC in May. Deb Shelestak made a motion that Council support this proposal. Jarrod Tudor seconded. Discussion ensued. The motion passed unanimously.

c) PAAC—

i. Kim Garchar noted that the handbook bylaws state that new Council officers take over on May 15th, but committee assignments don’t change until the fall. To avoid ambiguity regarding when the new chair of PAAC should take over, she suggested the handbook committee be charged with evaluating this language and making a recommendation. Julie Cremeans-Smith made a motion that the handbook committee be so charged. Gro Hovhannisyan seconded. Discussion ensued. The motion carried unanimously.
ii. PAAC reviewed 11TT and 1 NTT load lift applications and made recommendations to the Dean regarding load lift awards.

iii. In response to faculty requests, PAAC recommends that travel reimbursement for faculty members who actively chair panels/sessions, or who hold administrative positions at conferences be increased. Garchar requested that Council support this recommendation and send it along to the Dean. PAAC also recommended that overall funding levels for faculty travel be returned to $1500. Deb Shelestak made a motion to recommend to the Dean that 1) funding for faculty attending a conference at which they hold an executive office, or actively chair a session, be raised to 70%, and 2) the limit for faculty travel reimbursement be increased to $1500. Gro Hovhannisyan seconded. During the ensuing discussion, Gro Hovhannisyan moved, as a friendly amendment, that PAAC provide clarification regarding the duties that would qualify an executive officer or chair for increased funding. Jarrod Tudor seconded. The friendly amendment passed unanimously. Discussion ensued. The motion as amended was approved unanimously.

   d) Speaker Series—Mitch McKenney reported that no proposals have been submitted. The committee will send out another call after the semester is over.

   e) Committee II—

      i. Mary Rooks provided updated versions of the FEA application and protocols reflecting changes recommended by Committee II and approved by Council at the February meeting. Council discussed the documents and recommended minor changes. Rooks agreed to make the changes and bring the revised documents to the May Council meeting.

      ii. Rooks provided copies of the committee’s proposal to modify the handbook to change the composition of the review committee for FTNTT files (see below). Kim Garchar made a motion to accept the proposal from Committee II to change the handbook, and send it out to the faculty members today. Gro Hovhannisyan seconded. Discussion ensued. The motion carried unanimously.

   f) Colloquium Committee—no report

   g) Treasurer/Social Committee—Deb Shelestak encouraged faculty to attend the spring social event next Friday.

   h) Handbook Committee—no report

   i) Faculty Technology Committee—Erin Hollenbaugh reported that the committee has approved two requests and two are pending. She and Katie Baer are working to clarify the language of the request forms. The committee held an open meeting with faculty members to discuss issues and ideas related to classroom technology. Hollenbaugh invited faculty members to e-mail her with ideas, questions, and feedback.

   j) Faculty Senate—no report

   k) Black History—no report

IX. Old Business

X. New Business—none

XI. Announcements—Relja Vulanovic requested that Council send an official “thank you” to Student Services for their kind expressions of faculty appreciation this week.

XII. Adjournment—the meeting was adjourned at 4:43 pm.
To: Faculty Council  
From: Committee II, Handbook Committee  
Subject: Proposed change to handbook language  
Date: 19 April 2013

At the May meeting, Faculty Council discussed the results of the meetings that were held this semester to discuss the review process. Council voted unanimously to charge Committee II with proposing new language for the handbook regarding the composition of the review committee for full-time NTT faculty files. In the new language, the review committee is to 1) include promoted FTNTT members of Council, and 2) include only full professors who sit on Council. Currently, the handbook description of the FTNTT review committee (VII.A, page 30) reads as follows:

The file is then made available to the Stark Campus promotion, tenure, and reappointment committee. Members of the committee are all tenured members of faculty council plus all tenured full professors who are not members of faculty council.

Committee II proposes the new language read as follows:

The file is then made available to the Stark Campus Non-tenure-track Review Committee. Members of the committee are all tenured members of faculty council plus all promoted full-time non-tenure-track faculty who are members of faculty council.

Also, under section IV ("Kent State Stark Faculty Governance"), part B, section IV.2 (on page 11), is the following description of the PTR committee:

The Promotion, Tenure, and Reappointment Committee shall make advisory recommendations to the Dean about tenure, tenure-track and non-tenure-track faculty personnel actions. The Promotion, Tenure, and Reappointment Committee will be chaired by the Faculty Council Chair, and will consist of all tenured Faculty Council representatives and Kent State Stark tenured full professors who are not members of Faculty Council.

Committee II proposes the new language read as follows:

The Promotion, Tenure, and Reappointment Committee shall make advisory recommendations to the Dean about tenure and tenure-track faculty personnel actions. The Promotion, Tenure, and Reappointment Committee will be chaired by the Faculty Council Chair, and will consist of all tenured Faculty Council representatives and Kent State Stark full professors who are not members of Faculty Council. The Non-tenure-track Review Committee shall make advisory recommendations to the Dean about full-time non-tenure-track faculty reappointments. The Non-tenure-track Review Committee will be chaired by the Faculty Council Chair, and will consist of all tenured Faculty Council representatives and all promoted full-time non-tenure-track Faculty Council representatives.

This proposal has been reviewed and approved by the Handbook Committee.

**Committee II**
Mary Rooks (chair)  
Thomas Norton-Smith  
John Lovell  
Chris Post  
Peter Dorff

**Handbook Committee**
Greg Blundell (chair)  
Thomas Norton-Smith  
Brad Shepherd  
Clark Earley  
Jayne Moneysmith