Kent Stark Faculty Council Minutes
21 September 2012

Attendance by constituency: I. Kim Garchar, Leslie Heaphy, Carey McDougall; II. Julie Cremeans-Smith, Deidre Warren, III. Robert Hamilton, Deb Shelestak; IV. Jayne Moneysmith, Mary Rooks, Brenda Smith; V. Gro Hovhannisyan, Verena Murphy, Relja Vulanovic; VI. Greg Blundell, Beth Campbell, Jarrod Tudor

Absent: Erin Hollenbaugh

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

Guests: Thomas Norton-Smith, Katie Baer, Eric Taylor

I. Call to Order was given by Carey McDougall at 2:01 p.m.

II. Roll call and determination of quorum made by Mary Rooks.

III. Responding to a request from Chair McDougall, Gro Hovhannisyan made a motion to amend the agenda to move discussion of the faculty fund from New Business to the report of the Treasurer. Jarrod Tudor seconded. Discussion was invited. The amended agenda was unanimously approved.

IV. With one spelling correction, the minutes for the 27 April 2012 meeting were approved.

V. Chair’s Report
   a. Chair McDougall reminded Council that the All Faculty Meeting will be held on October 12th in MH 203 from 2:30-4:00. She noted that Drs. Alfreda Brown and Fashaad Crawford would like to come to the meeting and she invited Council’s feedback. Council unanimously invited their participation. Chair McDougall invited faculty to submit questions for Drs. Brown and Crawford before the meeting. She also noted that office assignment protocol will be discussed by Dean Wagor at the meeting, and she encouraged faculty to respond to the survey on the same.
   b. Alternate Cabinet Representatives: Chair McDougall asked Council to support her proposal that a Cabinet member may select & send a representative (of the same constituency) in her/his place if s/he is not able to attend a Cabinet meeting. Discussion ensued. Council approved.
   c. Excellence Awards: The deadline for applications is October 12th, and information regarding the process and criteria is forthcoming. Files will be reviewed by the committee on October 26th.
   d. Chair McDougall thanked Rob Kairis for his efforts on behalf of the faculty regarding the library policies.
VI. Dean’s Report

a. Dean Wagor reported on enrollment across campuses, noting particularly that preponderant enrollment at Stark was down by 103 students (2.4%), FTE was down 80 (2.47%), concurrent enrollment was down 55 (1.12%). Most other universities across the state lost headcount this year. Demographers suggest that last year’s graduating high school class represents a probable peak.

b. Updating Council on the Comprehensive Master Plan, Dean Wagor provided details regarding plans for new signage.

c. The plans for the new academic building were approved by the Board of Trustees in June. On June 8th an architectural firm was selected, and on September 14th groups from nursing and science made trips to view work by these architects to get ideas. The goal is to break ground by this time next year, with anticipated occupancy spring 2015. Following completion, renovations will begin on the east wing of MH. Jayne Moneysmith asked if we can expect additional computer classrooms. Dean Wagor answered that there will be an added computer classroom.

d. Dean Wagor reported that two new brochures—one on the Conceptual Master Plan and one informational (“about us”)—were developed and distributed to community leaders and "friends of the university."

e. Information garnered from the May and June retreats focused on the Strategic Plan has been compiled. The next stage is to create committees to go through the information, create summaries, and generate recommendations for each of the 8 goals. A request will go out for volunteers.

f. Senior staff met with an HR representative to kick off the process to make a plan to address civility-related issues. The goal is to provide education and begin a process to talk about how we want to change the campus culture.

VII. Associate Dean’s Report

a. Dean Capasso noted that the Spring 2013 schedule is now visible and registration will begin October 3rd. She requested that everyone review the schedule and contact her office with any corrections.

b. A call for input on the Summer 2013 schedule will go out next week. Changes may need to be made in consideration of the dip in enrollment. Work will begin on the Fall 2013 schedule shortly after the Summer call goes out.

VIII. Committee Reports

a. PAAC—no report

b. Committee II—no report

c. Colloquium Committee—Verena Murphy reported that the committee has received many suggestions for updating the glass cases in MH and is moving forward. The next step is to create a process to review materials to fill them.

d. Treasurer/Social Committee—Deb Shelestak distributed reports on the Coffee Fund and Faculty Expense Fund. She proposed working with past secretary Leslie Heaphy and committee members to develop a set of guidelines for the latter. Heaphy agreed.

e. Handbook Committee—no report

f. Faculty Technology Committee—no report

g. Faculty Senate—Robert Hamilton asked if there were any questions about the report he distributed.

h. Speaker Series Committee—On behalf of Chris Post, Jayne Moneysmith reported that the committee has taken action on two proposals: one has been approved,
another is pending. Responding to a request, the committee refined the guidelines and a new copy was sent out. Moneysmith invited questions.

IX. Old Business
Chair McDougall reported that last spring at Council a motion was made and approved to bring a handbook modification to this meeting. [Announcements of this proposed modification were sent to all faculty on 8-29-2012 and 9-18-2102.] She noted that the change involves section 7, part A, construction of the ad hoc review committee for NTT files. It alters the construction of the committee from all full professors to a representative of full professors. The original language 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” (Section VII, A: p. 30). The modified language reads as follows: “The file is then made available to the Stark Campus ad hoc non-tenure track faculty review committee. Members of the committee are all tenured members of faculty council plus a representative from the tenured full professors, if one is not a member of faculty council.” Chair McDougall called for discussion of the motion. Extensive discussion ensued. Relja Vulanovic made a motion for a friendly amendment, stating that the following sentence should be added to the proposed change of language: “In addition, any other tenured full professor has the option of participating.” Jayne Moneysmith seconded. Chair McDougall opened discussion of the amendment. During ensuing discussion, it was suggested that this language might make it possible for a reviewer to choose to review only select files. McDougall made a motion that the friendly amendment be revised to read as follows: “In addition, any other tenured full professor has the option of serving on the review committee.” Kim Garchar seconded. Chair McDougall invited discussion. After discussion, the friendly amendment to the friendly amendment was voted on and approved. Then the revised friendly amendment was approved. Chair McDougall noted that because the original language of the proposal had been revised by the friendly amendment, the new language must be distributed to faculty before Council discusses and votes on it. Moneysmith noted that there was still an open motion before the Council. Thomas Norton-Smith noted that a motion must be made to send the proposal (to modify the Handbook with the amended language) back to faculty for consideration. Moneysmith made the motion, Brenda Smith seconded. The motion was approved. In compliance with Handbook requirements, the amended motion will be distributed to faculty at least 10 days before the October Faculty Council meeting.

X. New Business
a. Committee Compositions: Chair McDougall requested Council’s support for this year’s committee assignments (as recommended by Cabinet), and requested the addition of Melissa Bower to the Technology Committee. Jayne Moneysmith made a motion to recommend the committees as assigned, with the addition of Bauer to the Technology Committee. Gro Hovhannisyan seconded. After discussion, the motion carried.

b. Committee Chair Best Practices: At the request of Chair McDougall, Dee Warren made a motion that Cabinet support the document titled “Best Practices for Faculty Chairing a Council/Stark Campus Committee.” Greg Blundell seconded the motion. Ensuing discussion focused on questions about ways to continue upgrading the document, degrees of required specificity, prescriptiveness, the goals of the document, and the need to provide new committees chairs with advice and direction. Several committee members suggested the document be revised and reconsidered at the next Council meeting. Brenda Smith moved the same; Leslie Heaphy seconded. The motion was approved.
c. Emeritus Proposal: Chair McDougall reported that RCFAC would like to clarify the role of regional campuses in regional campus faculty emeritus recommendations. At the request of Chair McDougall, Brenda Smith made a motion to give RCFAC feedback on this proposal. Beth Campbell seconded. Ensuing discussion focused on the source of recommendations for emeritus/emerita status and the weight of RC recommendations. It was recommended that if a department makes a recommendation for a regional campus faculty that the recommendation then go to the regional campus. After discussion, the motion was unanimously approved.

d. Constituency compositions and titles: At the request of Chair McDougall, Kim Garchar made a motion that Committee II be charged with evaluating the titles and make-up of Stark constituencies. Brenda Smith seconded. After discussion, the motion was unanimously approved.

e. Technology Protocol: Katie Baer gave a presentation on the distributed “Faculty Technology Request Protocols” document and invited questions. Gro Hovhannisyan made a motion to support the protocols. Jayne Moneysmith seconded. Discussion ensued. Several members of Council commended Baer and Jan Kover for their work. Jarrod Tudor made a motion for a friendly amendment: that some of the language of the document be clarified and examples be given of “extensive support.” Gro Hovhannisyan seconded. The friendly amendment was discussed, voted on, and unanimously approved. After discussion, the motion with the friendly amendment was unanimously approved.

XI. Announcements—none

XII. Adjournment—the meeting was adjourned at 3:57 pm.