Kent Stark Faculty Council Minutes
19 October 2012

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

Absent: Brenda Smith

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

Guests: Katie O’Brien, Daniel Castaneda

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. Dee Warren made a motion to approve the agenda. Kim Garchar seconded. The agenda was unanimously approved.

IV. With minor corrections, the minutes of the 21 September 2012 meeting were approved.

V. Chair’s Report
   a) Chair McDougall reported on her visit with SLAB. They asked her to share that the strongest student groups are those with the advisors who are most active and present. They used the Biology Club, Scrubs and Minds Matter as examples of clubs that are very active with their advisors. They wanted to let faculty know that if a faculty member wants to be an advisor, the SLAB advisors (Jim Williams, Amanda Weyant and Kristi Yerian) would be more than happy to help them of find a co-advisor to support them. The students shared how important it is for advisors to work with the student group members to groom future leaders. Transitions from one year to the next seem to go best when there is a strong advisor and when the advisor is active in helping groom future leaders before they are needed.
   b) Today is the deadline for Spring 2013 book orders. Please get them in asap.
   c) Scott Tobias is serving on the Curriculum Committee of the College of Education, Health and Human Services. He reported that three Stark courses for the Physical Education Basics program were approved: Hardcore Abs, Indoor Cycling, and Cardio Kickboxing.
   d) Chair McDougall invited questions about the reports she distributed on the RCFAC and the Provost’s Advisory Council meetings.

VI. Dean’s Report
   a) Dean Wagor reported that the Student Services open house was held yesterday and drew a good crowd.
b) Two small testing rooms have been added to the Academic Success center.

c) We are working to find an appropriate consultant to do a review/study of Bookstore protocols. Several consultants have been recommended, but none are impressive. Goals for this project include getting a sense of the outlook for college bookstores and looking at successful models. With the bookstore staff, it was agreed that there will be no search or significant changes until we get feedback from consultants. Bookstore staff will have additional student hours and more scheduling flexibility to help with the workload.

d) Progress on the new academic building is ongoing. The architects visited campus last Friday and met with faculty—similar meetings will continue throughout the semester. We are on track to begin construction next fall.

VII. Associate Dean’s Report

a) Dean Capasso reported that the Spring schedule is visible and enrollment has begun. Requests are out for Summer and Fall.

b) Per the current TT CBA, there is a new process for TT instructors of summer classes. At some point, Dean Capasso will determine the minimum enrollment for a class to run and announces this number in a letter to the instructor of the class. If the minimum enrollment is not met, the instructor will have the option to teach the class for a percentage of the normal pay. For example, if the minimum is 100 and 80 students register, the instructor will have the option of teaching the class at 80% pay. Instructors are encouraged to check their e-mail frequently for these notifications. If the instructor decides not to teach the class, it may be cancelled or offered to someone else. The due date for decisions regarding minimum enrollments is not yet known. Some determining factors include the following: Is this an upper division course? When will it be offered again? Do students need it to graduate? This policy does not apply to NTT or adjunct faculty. More information is forthcoming. Discussion ensued.

c) Chair McDougall requested an update on the Grants Writer search. Dean Capasso reported that three finalists have come to campus and the search is proceeding.

VIII. Committee Reports

a) PAAC—Kim Garchar reported that FPIL applications are being reviewed. She encouraged faculty to keep spreading the word about deadlines for travel applications. Faculty members are also encouraged to look into renting a car when driving to a conference because this option is often cheaper than driving one’s own car. The committee will be updating the website and suggestions from faculty are welcome.

b) Committee II—no report

c) Colloquium Committee—Daniel Castaneda reported that colloquia will be held on November 16th and March 15th. The committee has reviewed materials submitted by the last Colloquium Committee regarding the glass cases in Main Hall and is working on a proposal.

d) Treasurer/Social Committee—Deb Shelestak reported that the coffee fund is adequate for this semester and perhaps part of next semester. The social committee is evaluating options for the holiday party.

e) Handbook Committee—no report.

f) Faculty Technology Committee—Erin Hollenbaugh reported that the changes were made to the Faculty Technology Protocol document and that the link for technology requests should be sent to faculty soon. She also spoke about the committee looking into the need for a small lab setup in the library for SPSS and JMP.

g) Faculty Senate—Chair McDougall invited questions regarding the e-mailed report.
h) Speakers Series Committee—On behalf of Chris Post, Jayne Moneysmith reported that the Dean has approved funding of the pending proposal by Kim Garchar. A call for the next series will go out in the spring.

i) Academic Planning Committee—Dee Warren reported that the committee heard two proposals last Friday: to extend the BA in Fine Arts and the BA in Music to Stark Discussion ensued. Dean Capasso reported that both proposals come with support of their respective programs at Kent, both are existing degrees, and both received support from students in a survey conducted last year. She thanked Carey McDougall, Jack McWhorter, and Molly Lindner for their hard work on and noted that the BA in Fine Arts serves the needs of our students and might capture students from other institutions in the area—this degree will distinguish us from Stark State. We will need two hires (one in studio arts and one in art history). Leslie Heaphy asked if this will create additional facility needs; Dean Capasso responded that it will not. After extensive discussion, Jayne Moneysmith moved that Council support the BA in Fine Arts as presented. Julie Cremeans-Smith Seconded. The motion was approved unanimously. Jayne Moneysmith moved that Council approve the BA in Music as presented. Jarrod Tudor seconded. The motion was unanimously approved.

IX. Old Business
Chair McDougall called Council’s attention to the fact that Secretary Rooks shared via e-mail a current motion (on the table from the last meeting) proposing a modification to the language of the handbook regarding the composition of the ad hoc NTT review committee. She read the current language: “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.” She then read the proposed language: “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. In addition, any other tenured full professor has the option of serving on the committee.” Chair McDougall pointed out that this proposal was motivated by a workload issue—full professors review many files for Stark campus, their colleges and departments, and the Provost’s tenure and promotion advisory boards. She added that this fall the Stark RTP committee reviewed 31 TT personnel actions, in the spring we will review 7 1st year TT files and 11 NTT files. That is a total of 49 files to review, which is a lot compared to other units. Since 2007 Stark has grown from 66 TT and 33 NTT to today’s count of 74 TT and 34 TT. She asked if having all the full professors review the files adds anything to the committee that a representative and all Tenured members of FC can’t provide. She noted that this discussion opens up other questions: Given our large workload as a campus in reviewing personnel actions, do we need to look at breaking up the body of work in some way? Should promoted NTTs serve on the committee? Discussion was invited on the open motion. Jarrod Tutor expressed concerns regarding the language and intent of the proposal and suggested that further meetings to gather thoughts on the matter should be held before Council makes a decision. Extensive discussion ensued. It was suggested that the growth of the Stark Campus necessitates a review of this process, there is a need for continuing conversations regarding workload, the selection process for members of the ad hoc committee needs to be clarified, and a motion for changing the review process should be delayed until after this review cycle. Relja Vulanovic expressed appreciation for the work NTT colleagues and argued that the purpose of the proposed change was only to address a workload issue. Jarrod Tudor expressed concerns regarding the language of the proposal and argued that it is important to know the procedure for selecting members of the ad hoc committee. Beth Campbell expressed similar concerns and suggested the proposal might be more successful if it were more detailed and included a protocol for selecting the full professor representative. After extensive discussion, a vote was
The motion failed with a vote of 10 no and 5 yes.

X. New Business

a) Chair McDougall announced that Cabinet would like to send the informational document for faculty who are chairs of Campus or Council committees to Committee II for review and development. Leslie Heaphy made the motion. Deb Shelestak seconded. The motion was approved unanimously.

b) Chair McDougall noted that, given the discussion this past Monday in Faculty Senate regarding reviewing the norms Regional Campuses use for SSIs, RCFAC decided to ask their Faculty Councils to each create a committee to review SSI norming. She requested a motion to set up an ad hoc committee to see if there are better norms we might use on our campus. Jayne Moneysmith noted that the charge of the committee would be to gather information and make a recommendation. She asked if regional campuses are free to create independent policies. Dean Capasso said we have liberty, at this point, to say how we want to norm. Kim Garchar moved that Council create an ad hoc committee to see if there are better norming groups for SSIs on our campus and, if so, to recommend those norms. The recommendation would then go to the Faculty Handbook Committee. Beth Cambell seconded. The motion was approved unanimously.

c) Chair McDougall reported that Cabinet would like to charge Committee II with a review of the protocols for Faculty Excellence Awards. Opening questions for consideration include the following: Who should be on the review committee? Should we still be focusing on the mean for the "Total of Instructor Items 7-16" as a way to evaluate teaching? Can we more clearly articulate the merit review process? Kim Garchar moved that Committee II be charged with reviewing the protocols for Faculty Excellence Awards. Jayne Moneysmith seconded. The motion was approved unanimously.

XI. Announcements—none

XII. Adjournment—the meeting was adjourned at 4:32 pm.