

KENT STATE UNIVERSITY

FACULTY SENATE

TO: Members of the Faculty Senate and Guests **DATE:** March 2, 2016
FROM: Linda Williams, Chair of the Faculty Senate
SUBJECT: Agenda and Materials for the March 7, 2016 Faculty Senate Meeting

Attached you will find the agenda and the materials for the March 7th Faculty Senate meeting. As always, we will meet in the Governance Chambers at 3:20 p.m. Refreshments will be provided.

1. Call to Order
2. Roll Call
3. Approval of the February 8, 2016 Faculty Senate Meeting Minutes
4. President's Remarks
5. Chair's Remarks
6. New Business:
 - a. Professional Standards Committee: Recommendations for Changes - Policy on Office Hours
 - b. Discussion on Graduate Application Process
7. Announcements / Statements for the Record
8. Faculty Senate Meeting Adjournment



FACULTY SENATE

Minutes of the Meeting

February 8, 2016

1. Call to Order

Chair Williams called the meeting to order at 3:20 p.m. in the Governance Chambers located on the second floor of the Kent Student Center.

2. Roll Call

Secretary Farrell called the roll.

3. Appeal from Carrie Richmond

Chair Williams introduced Keri Richmond, a junior at Kent State and director of student advancement at the Undergraduate Student Senate, who made an appeal for donations for an initiative to provide duffel bags for children in the foster system. The duffel bag would have a blanket, a teddy bear, a coloring book, and a hygiene kit - very basic necessities that every child should have. Ms. Richmond, who grew up in the foster system, was doing this as a fund raiser for her 22 birthday. She made fliers on the initiative available.

4. Approval of the Faculty Senate Meeting Minutes of December 7, 2015

Chair Williams called for a motion to approve the minutes of the Faculty Senate meeting of December 7, 2015. A motion to approve the minutes as amended was made and seconded (Laux/Mocioalca) and passed unanimously.

Senator Uribe-Rendon inquired whether there was any outcome of the discussion at Executive on the appointment of Dr. Jarrod Tudor as Dean of the Geauga Campus. Chair Williams replied that there was no outcome other than that a grievance had been filed by AAUP.

5. Remarks from Provost Todd Diacon

Provost Diacon discussed the Faculty Senate review of and report last year on Responsibility Center Management [RCM]. FasBAC had met the previous week and listened to concerns over RCM. A ten person working group will be convened to follow up on the report and concerns. It is hoped to make at least two or three meaningful changes by July 1. The working group will consist of five or six FaSBAC members, the Dean of Arts & Sciences, Provost Diacon, Vice-President Polatajko, Jeannie Snyder from his office, and Melissa Hunter from Academic Affairs.

The working group will start by gathering data and trying to get to some sort of understanding of RCM and how people are interpreting it. It is intended to base its work on some agreed principles, and to bear in mind that when changes are made to RCM, it will impact colleges and it will impact the central administration.

FaSBAC members also indicated their feeling that there was a lack of transparency in budgeting, and that there needed to be similar sharing of information from the non-RCM units as there was

from the academic units. They also indicated that the administration was not living up to its responsibility to consult with FASBAC on annual university budgets or budget planning before they are presented to the Board of Trustees. It is intended to do better on this in the future. Provost Diacon welcomed questions.

Senator Deb Smith expressed concern about the bill allowing concealed carry of weapons on university campuses and asked for a commitment from the President and Board to keep Kent State a gun free zone. President Warren indicated that she has that assurance.

6. Remarks from Faculty Senate Chair, Linda Williams

Chair Williams introduced the new transcriptionist Cindy Miller and asked Senators to give their names before speaking.

Chair Williams announced the election for the Faculty Ethics Committee and asked for nominations from the floor. There being none, the election proceeded.

7. Elections: Faculty Ethics Committee

Ballots for the election of two at-large seats, one for a two year term and one for a one year term were distributed. Candidates not elected serve as alternates.

The results were: Two year term: Lee Fox
One year term: Susan Roxburgh
Alternates: Thomas Norton-Smith, Jay Jahangiri

8. EPC Items from the November 16, 2015 meeting:

A. Action Item:

College of Business Administration - Department of Management and Information Systems: Re-activation of the Human Resource Management major within the Bachelor of Business Administration degree. The major was offered previously from 1980 until 1995. Minimum total credit hours to program completion are 120. Effective Fall 2016.

Dean Spake presented the proposal. Senator Fred Smith asked if there was now faculty to fully staff the program. Dean Spake replied that there were now four full-time faculty and some adjuncts. Senator Norton-Smith expressed a parliamentary concern that the January EPC meeting was conducted electronically. He felt that non-standard meeting and voting procedures should be detailed in the bylaws.

The motion was proposed and seconded (Wilson/Rollick) and passed.

B. Information Item:

College of Arts & Sciences - Department of Geography: Initial inquiry to establish an Environmental Studies major within the Bachelor of Arts degree.

9. New Business: Discussion of Bookstore Concerns

Chair Williams indicated that there were some concerns that, due to the University agreement with the bookstore, faculty are to encourage students to buy textbooks through the bookstore or at least not say where they can get books cheaper. There is confusion as to what that actually meant. She indicated that the Math department was working with the administration to get their concerns cleared up, so she wished to leave that case out.

Senator Deb Smith indicated that she traditionally sent students an email a week or two before class with a booklist, and a statement that they are available at the bookstore but that they can also look for cheaper used copies on Amazon and elsewhere. She had also heard that students who have financial aid are required to purchase their books at the bookstore, and this is not a federal mandate, but a KSU decision.

Senator Gunning expressed concerns that although he submitted the order using the online system, the students were getting the wrong books at the bookstore. When he checked online, the order had been changed and a practice set added.

Senator Twieg reminded Senate that Amazon is also evil in that it mistreats its warehouse employees. He also asked how many other contracts like this, which impact faculty behavior, had been entered into without any faculty knowledge.

Senator Kristof informed Senate that the University library, for about 4 years, has had a program called Core Textbooks where they purchase as many as possible of the most expensive textbooks and hold those on course reserves. There are also a lot of other sources, for example interlibrary loans, where students can try to borrow textbooks.

Senator Iverson also outlined a case where the book order was implemented incorrectly due to linking master's and doctoral sections. She also complained about under-ordering of required texts and that only one person at the bookstore could handle orders for commencement robes.

Senator Stoker- stated that it was the job of the bookstore to enter orders, and that, even when he does it instead thus saving them time, they change them. expressed some of the same concerns as earlier speakers.

Senator Fox asked what is in the exclusive contract for the University.

President Warren indicated that Shay Little, Interim Vice-President, Student Affairs, and Cesquinn Curtis, Executive Director, Student Affairs, were present and could speak to this.

Interim Vice-President Little indicated that Kent State has contracted out with a vendor to do those services that we think they do better than what we could do on our own. There is an efficiency gained there with the resources they have on a national scale in terms of getting the textbooks, having the systems in place for ordering those books, and making them available to students.

President Warren asked does the University get a percentage of the profit, how was Barnes and Noble chosen, and does the University gain a profit for each book sold.

Interim Vice-President Little indicated that the RFP process began two academic years ago and involved multiple offices at Kent State. The initial RFP process failed and was reissued, and proposals were obtained from multiple vendors. In the agreement, there is a financial side in that we provide space, promote the bookstore at different events like DKS and other activities, and receive a guaranteed payment back to the university, which gets repurposed back into the student experience and our overall student activities on campus.

Senator Laux asked how a prohibition of Faculty discussing where students can get course materials for less money is putting students first.

Senator Grimm indicated that contracts such as this provide the bookstore with exclusive access to students on the campus, and that goes to the prohibition that's been put in place against faculty giving recommendations for cheaper places to get books. She also expressed

her belief that it was not students on financial aid but those on multiple scholarships that were required to purchase at the bookstore. She wondered if the donors of the scholarships were aware of this.

Senator Dees asked whether the fee to the University was a flat fee or based on profits.

Mr. Curtiss indicated that it was based on sales. He also noted that the contract with Barnes and Noble required them to provide bookstore services on all seven campuses unlike the previous one. He also indicated that if textbook adoptions are in on time or early, then Barnes and Noble can do a better job providing more used textbooks, providing electronic copies, providing rentals, and providing new textbooks.

Senator Mocioalca indicated that this was not her experience and asked what was the duration of the contract.

Interim Vice-President Little indicated that it was for six years and that there is the possibility of renegotiation. She mentioned that the Governor's task force on efficiency and effectiveness has a textbook affordability component, that many institutions are having success in coordinating materials for different courses, in negotiating with publishers directly and getting better prices for students, and that the Provost is looking at other possibilities. Mr. Curtiss indicated they were working with Math and talking about the book deals they has received, and that they were also working with Barnes and Noble and the publishers to get better prices.

Senator Deb Smith said that when Follet was our bookstore it was not at all unusual to pull off the price tag that the bookstore had put on the book and see the publisher's suggested price was significantly lower than what the bookstore was selling it for. If we were actually getting the advantage of the economy of scale, they would be able to offer the books for less than, certainly no more than, what the publishers themselves were charging

Chair Williams asked who were the bookstore police? Mr. Curtiss answered that the contract refers to Barnes and Noble being the exclusive provider of textbooks and course materials. There is specifically no clause that says one cannot have a conversation with the students.

Interim Associate Provost Munro-Stasiuk stated that one of the other things the higher education act says is we need to provide information to the students as soon as possible and by a date that was determined by the University. That's the only way that students get the information unless faculty provide a syllabus or some information up front.

Chair Williams said the faculty were concerned about repercussions should they mention any other vendor. Provost Diacon suggested that a presentation on these concerns be made to Faculty Senate Executive Committee.

Senator Iverson said we had still not been told the numbers in the contract and whether it was flat fee or percentage.

Senator Twieg suggested that the faculty would like to see some clarity on what exactly they can do when it comes to advising the students about where to get their textbooks.

Senator Farrell asked the President what a faculty member should do if a student asks where books can be purchased less expensively. He also asked whether instructors should lie to the student, or say that University policy forbids them from telling that to students.

President Warren said that it seems to her that exclusivity of a contract means that the University cannot endorse another bookstore. The University couldn't open another bookstore

and compete against Barnes and Noble. If a faculty member is asked by a student what are the options, they are always free to tell them and to give them any number of options.

Senator Kerns suggested there was a conflict between the mandate of textbook affordability and an exclusivity contract.

Senator Grimm said the contract was available as a public record if anyone wants to know the numbers. The issue is that Kent State has signed an agreement giving exclusive access to our students to Barnes and Noble, and asked what our responsibility is as employees of Kent State. She couldn't think of any sanction which could be applied to faculty, so memos saying one must not tell students about other places to get books are meaningless.

Senator Kracht indicated that the goal of the memo was to prohibit the Math department from giving students information about exclusive microsites. For example, they have an agreement with Pearson that has a microsite specifically for our students with bundles of the books and code, and the students cannot get this information unless we give them the link. This is a special situation, and she believes that the memo was getting at this kind of situation, which could possibly be interpreted as a violation of the exclusivity contract.

10. Announcements / Statements for the Record

Senator Smeltzer indicated that he was very proud of the commercial that Kent State had at the Superbowl and felt it was money well spent.

Senator Dees reminded faculty of the site for the SSI review ssireview.kent.edu

Dean Pringle thanked everyone who played a role in making sure that undergraduate students had an opportunity to present their work at the Third Annual Undergraduate Research Symposium scheduled for March 15th from 1-5 pm. in the ballroom.

Mr. Yarrison announced that graduate symposium registration is open for graduate students who would like to submit until March 1.

11 Adjournment

Chair Williams adjourned the meeting at 4:30 p.m.

Paul Farrell, Secretary
Faculty Senate

**Policy Revision Draft 4- Office Hours
Professional Standards Committee – February 19, 2016**

I. Summer Office Hours/Online Course Office Hours

University Policy Register -----

Policy Details

[Policy Register](#) > Policy Details

6 -18.101

Operational procedures and regulations regarding faculty office hours

- (A) Each faculty member is required to have stated office hours published in the departmental office. Instructors should notify each class of hours during which they are available for conferences.

- (B) It is expected that each faculty member will hold a minimum of five office hours per week.

Effective: June 1, 2007

PSC Draft 4

Policy Details

[Policy Register](#) > Policy Details

6 -18.101

Operational procedures and regulations regarding faculty office hours

- (A) During each semester in which a faculty member is the instructor of record for one or more courses, he/she is required to have office hours published in the departmental office from the beginning of classes until the completion of the final assessment for the course. Instructors should notify each class of the hours during which they are available for conferences.

 - (B) During the Fall and Spring semesters, it is expected that each full-time faculty member be available for consultation either in person or electronically for a minimum of five hours per week. In Summer semesters and other periods of instruction, and for adjunct and part time faculty, the expectation of availability will be adjusted proportionally depending on the number of credit hours assigned. In the case of distance learning courses or other courses that are offered off-campus, it is recognized that availability may more appropriately be provided by electronic means.
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