



## **Tuscarawas Campus Faculty Council Meeting Minutes**

**February 5, 2019 at 8:00 a.m.**

**A208 Founders Hall**

**Voting Members Present:** Ashley Galati, David Graff, Jeremy Green, Scott Keiller, Beth Osikiewicz, Chitra Rajagopal, Sandra Pech, Nicole Willey

**Voting Members Absent:** Lisa Brindley, Kathy Davis-Patterson, Jean Engohang-Ndong, Hongshan Li

**Non-Voting Attendees:** Kingsly Berlin, Todd Hartline

**Administrators Present:** Brad Bielski, Stephen Minnick

- I. Call to Order:** Keiller called the meeting to order at 8:06 am.
  - a. Personnel actions were discussed
  
- II. Secretary/Treasurer Report:** Since the last meeting, there was 2 deposits totaling \$120.00 and 3 withdrawals totaling \$237.50, which brings the current balance to \$1,171.82. Green is still accepting Flower Fund money for the 2018-2019 year, \$20 is asked per faculty/admin and can be paid in cash or check (made out to the Tuscarawas County University Foundation) to the Treasurer.
  
- III. Standing Committee and Faculty Reports**
  - a. **Academic Affairs** – no report
  - b. **Academic Learning Commons** – report attached
  - c. **Community Engagement** – report attached
  - d. **Electronic Communications** – no report

- e. **Faculty Affairs** – 1 charge remaining for the year, will meet soon to discuss Speaker's Bureau
- f. **Student Affairs** – no report
- g. **Faculty Senate** – no report
- h. **RCFAC** – report attached

**IV. Dean Bielski Administrative Report:** Our proposed faculty hires received final approval, including a new TT and rehire NTT in Modeling Animation/Game Creation, plus NTT Biology. A shared NTT Mathematics position between Stark and Tuscarawas is being considered. Submission of the Modeling Animation/Game Creation program for accreditation through the National Association of Schools of Art and Design (NASAD) will begin Mar 1. It was clarified that Modeling Animation/Game Creation will not appear as a program in the 2019 catalog until accreditation has been approved. The new second-shift security position has been filled. Kent campus police will be taking more responsibility for RCs and are meeting to discuss a new proposed model, whereby a Safety Manager may be designated for 2-3 regionals, and that person will train and manage security officers. There is also renewed discussion of hiring armed officers for campus patrol. The new entrance to the campus is awaiting painting. The heating system in Founders will be replaced this summer. KSU-Tuscarawas was voted the Large Business of the Year from the Tuscarawas County Chamber of Commerce! On the Kent campus, the search for a new President is on-going. The President's Administrative Council met and heard from the new VP for Enrollment Management, Mary Parker. Our FTE is up 2%, total head count up 3-4% and preponderant up 4-5%, although final numbers are not in yet. The Tuscarawas County University Foundation has added two new board members, Kiley Kendall and Kurt Shelley. The Tuscarawas County University Branch District board still has an open seat with two nominees being considered.

**V. Unfinished Business - None**

**VI. New Business**

a. **Supplemental Travel Requests** – Four Supplemental Travel Requests have been approved since the November meeting.

1. Amanda Hayes - \$168.57
2. Wilson Kang - \$298.18
3. Hongshan Li - \$210.00
4. Nicole Willey - \$1,491.52

**VII. Announcements** – First- and second-year NTT files will be discussed by the RTP committee on Thursday, February 7, 2019 at 3:45 pm.

**VIII. Adjournment:** The meeting was adjourned at 8:58 am (Green/Osikiewicz).

Respectfully submitted,

Jeremy L. Green  
Tuscarawas FC Secretary/Treasurer

## **Academic Learning Commons Committee Meeting, Nov. 28**

Present: John Baker, Ginger Blinn-Coss, Cherie Bronkar, Amanda Hayes, Sandra Pech, Chris Totten

### 1. Discussion of faculty involvement in the ALC

Recommendation: Perhaps make video- present at open faculty meeting- what faculty is doing:

- G. Patterson

- making children's books for creative writing class

- art display of what they did- holiday party

- Chris: Global Game Jam- January 25-27

- Ginger

- group PSAs in video-to-go room

- faculty using library staff to help with databases; libGuide

- writing center

- FYI – need types of assignments used- send copies of common assignments

- faculty holding office hours in ALC

- Ex: math tutoring

lib guide/ video to showcase

### 2. Maria- wants to have faculty workshops next semester on Friday

- wants input as to what faculty would like

- ?? Workshop to develop promotional materials for academic programs?

### 3. New equipment:

#### A. 360 video

- Can be used in classes
- Might be used for virtual tours
- Future: give 360 view of what it would be like to

#### B. Book binder

- might be used for honors thesis
- program promotion

### 4. Events in ALC:

- Tomorrow- spoken word at noon
- USG- Dec. 6<sup>th</sup>- holiday party
- Lots of activities during exam week

### 5. Next semester: Faculty best of show- makerspace

## Community Engagement (CE) Meeting 11/6/18 Minutes

Present: Denise McEnroe-Petitte, Shelly Stefka, Don Gerbig, Todd Hartline, Maria Burkholder, G. Patterson

Absent: Ikpe Akpan, Samantha Bonaduce, Lisa Brindley

### **Charge 1-Coordinate a service-project at the campus level.**

Updates to the service-projects at the campus level is the Warther's Christmas Tree which is now completed. A number of individuals participated in this activity at the campus and it has turned out to be a beautiful piece of work!! Thanks to all who had a part in its planning and development. The event starts on 11/10/18. In addition, Rick Kimble bought the tree and paid over \$250 of the asking cost which was donated back to the campus. Thanks to Mr. Kimble!!

The Salvation Army Red Kettle is currently being painted by one of the student clubs. A sign-up sheet for Nov 30, 2018 at the Dover Buehler's from 12PM-8PM this will be posted soon for volunteers along with an email to all about the activity.

The school supply drive is put on hold til the beginning of the next school year as this is when supplies can be obtained at significant sale prices and are needed at this time.

Currently, the campus is collecting for the 20 families for Thanksgiving.

Future plans to work with the Rainbow Connection by donating a wreath and basket of KSU items for auction and possibly assisting with answering phones. Denise will investigate their needs.

See if we can assist the Food Pantry—possibly ask the athletic teams to work there with their coaches. Don will talk with Rob Brinkley.

### **Charge 2-Recommend specific way to increase participation in volunteer activities.**

To increase participation and prevent an overload of activities at the same time, a calendar is being built to indicate what is going on with CE and the activities of the various student clubs and student government. Cherie Bronkar will work with coordinating this with the Student Government to develop this. It will be posted on <https://www.kent.edu/tusc/calendars>

In addition, the CE committee would like to come up with an academic year calendar for the various community events ahead of time so as to be able to participate and complete activities in a timely manner. Often times an event is presented, but does not give us time

to put the activity together. Some suggestions for events include: collecting of school supplies in August, Warther's Christmas Tree Festival, Red Kettle Salvation Campaign, cleaning of yards in fall and spring, collecting in Feb for cold and flu supplies for the schools-Kleenexes, sanitizers, etc., Food Pantry volunteering, etc.

**Charge 3-Continue to provide oversight, in coordination with the CE Coordinator, of service-learning activities.**

Those who are involved with CE activities still need to notify either Denise or Don about what they are doing. There seems to be other CE events being done, but they are not communicated with the CE coordinators. The use of the calendars will be helpful for this charge.

The CE campus website is in need of revisions. It appears that there are at least 2 sites. Don will discuss with IT about having just one site and who is able to make revisions to it.

**Charge 4-Encourage faculty to contact community groups to offer their services to join these groups.**

Denise and Don will communicate needs to faculty for community events as we become aware.

AT the faculty Holiday Party, Denise and Don will ask to meet with retirees to see about involving them in participating with CE events. Some retirees have already asked to be a part of this and this would be a great time to see of their interest.

Denise McEnroe-Petitte, PhD, MSN, RN

(Recorder)

## **RCFAC minutes, Dec. 7, 2018**

Nate, and all RC chairs; Guests: Nicole Willey & Dave Graff from Tusc.

Minutes approved; Carol moved, Kathy seconded

### ***Mentoring:*** (guests)

Nicole: Spun from handbook revision, includes TT and NTT as well as PT faculty; creation of campus culture, as well as file construction and other mechanics. Choice of mentors should be more systematic, and the roles should be specific. Must have “buy in” from administrators and other faculty members. Load lift given for the full time mentoring coordinator, which is a great deal of work. Kent has switched from the “guru” mentoring model but most people are not aware of it.

Dave: encourage NTT’s to do practice (paper notebook) files in first and second year to get feedback so that official 3<sup>rd</sup> year review file is good. Review committee provides suggestions for improvement and revision. The review committee responds to the sample files at the same time they are reviewing the actual files. Create models to post to a Google Doc space—share templates of CV’s, narratives, and other standard RTP/review documents. Mentor coordinators sit in at RTP and NTT review committee meetings as ex officio advisors.

KSU Flashfolio folks will come to campuses to instruct on RTP/review policies and procedures. Mentor coordinators are point people for lining these visits up. It’s up to the coordinators to guide candidates into the best practices for delivering readable, useful files.

New faculty orientation for TT’s and NTT’s (also uses Google Doc space) that covers mechanics, funding, NTT promotion, and other issues specific to various levels of faculty. Workshops on faculty appreciation, teaching circles, writing groups, peer reviews, identifying leaders, program coordinators. Still assign individual mentors but in a more systematic way the spreads responsibility around.

Mid-career promotion mentoring for both TT and NTT.

Regional Campus Mentoring retreat, Friday, March 8. Broad range of topics in an all-day program for faculty at all levels. Work-life balance, teaching, and research components. Free food, coffee, etc.

Nate offers “help” for this conference.

Velvet asks about sharing via a Blackboard course. Nicole encourages creating on-campus point person to adapt to Tusc examples. Blackboard limits administrative access, particularly adding people.

NOTE: reports from several folks that Blackboard is going to be replaced down the road with another platform!



Sharing material would be conditional upon the individual campuses building their own mechanisms. Tusc folks would “mentor the mentors.” Nicole points out that sharing is conditional and that they cannot give everything they developed for free.

Nate asks deans “what are you going to do with this (TT or NTT) faculty hire?” Each campus has its own values that need reflected in its culture. Shared faculty hires don’t fit any of these mentoring models. Current joint hiring coming from campuses, not mandated from provost’s office. Expanding programs (Vet tech) creates staffing/shared faculty issues. Ashtabula going down the road of shared program/faculty . . .?

Nicole’s sabbatical next fall is built around exploring mentoring and best practices. Helping other campuses may be one element of that. Tusc dean, Nate, and others will look at the possibilities for a system-wide implementation of a mentoring program. Campuses that have mentoring (Tusc and Stark) put forth the best files. This requires mentors to be able to see and review files prior to submission.

***Velvet: report of provost’s advisory council***

Design innovation ecosystem—revise old art building to create this Design Innovation Hub. Creating physical space that encourages collaboration across disciplines. Runs parallel to a student curriculum that encourages students with diverse majors to embrace this. “Boosting creative cross-discipline education.” Nate: Kent Core, general ed requirements should tap into this. We must take advantage of this, both as RC and regional campuses in general. Do we use zoom to tap into it or create physical spaces on campuses as mini-versions of this? Rethink libraries as focus for this.

***RTP language***

Columbiana County language is clearest and most quantitative. Ashtabula’s is worse by my own admission (nobody disagreed who had seen them). Department can dictate criteria, but campus determines the weighting via the language in the campus handbooks. Challenge is how to balance the research expectations of the departments with the teaching priorities of the regional campus.

***Nate’s Report:***

More on this promotion thing needs to be discussed at the campuses.

Presidential search: names of committee will be released early next week

May 4<sup>th</sup>: Hassler’s “Voices of May 4<sup>th</sup>” travelling show that we put on in RC theaters. Regionals active in planning other commemorative events.

Regional college will be renamed College of Applied and Technical Studies (CATS)

Budgets are a work in progress

Possible creation of new Regional College/CATS president/dean (Nate is still acting as head of current regional college)

***Wrap-up discussion:***

We should cancel the Jan. 4 meeting, next scheduled meeting Feb. 1.

Keep conversation about promotion language alive; find a model that works across the board that reflects each campus's values.

Use e-mail, list-serve to discuss; check submitted one for best practices (Columbiana, Tusc, Stark); tendencies towards number values might meet resistance on some campuses. Have concrete ideas to share on Feb. 1.

Adjourn: Sue moves, I second (telepathically); meeting ends at noon.

**CAMPUS REPORTS**

***East Liverpool***

\*\*\*Welcome feast hold in East Liverpool campus and the Aramark staff provided the free lunch for the students on 08/28/2018 and 08/29/2018

\*\*\*Wednesday, Sept. 26 Aramark Café (Seasoned Market) Grand Opening 11 a.m. - 1p.m.

\*\*\*October 29, STEM day in East Liverpool campus, welcome the high school-ers

\*\*\*Food pantry for students are open, student-run

\*\*\*Kent State University and East Gateway Community College reached an agreement for program/students cooperation

\*\*\*construction is going on in Slak Shak area for students activities and Library storage spaces.

\*\*\*Proposal to hire a Business management faculty, shared with Salem campus

\*\*\*High school Counselors nearby had a Breakfasts together at Campus to promote the appearance of Kent State University at these schools

\*\*\*Safety improved, all classrooms had new locks and keys

\*\*\*\*Faculty and Staff got name tag with photos to hang on in working place

\*\*\*A Virtual Reality room is in construction and will be available for use soon

***12/7 Report for RCFAC from Stark***

1) "All" Faculty Meeting – was held on November 9th. We brainstormed ideas for dealing with demographic change in the medium-to-long term. This brainstorming was used as a kick-start to faculty developing fuller proposals that will help to inform our Strategic Plan. We are in the midst of forming an ad hoc committee to work with the Strategic Plan. Attendance at the meeting was a bit low – especially among full Professors – so we're thinking about what we can do to improve faculty engagement in these meetings.

2) Student Services Restructuring – was approved. Several staff members were placed in new positions – some on a permanent basis, others interim. The interim positions have searches starting soon.

3) New faculty searches – Were approved.

4) Distinguished Teaching Award Reforms – creating a pilot for a new process was recommended by Council to the campus Dean. We also are forming an ad hoc committee to make longer-term recommendations for this process.

### ***Salem Campus RCFAC Report***

December 7, 2018

\* Faculty Success Talks

\* Developing On-Campus Activities

\* Task Force to Revisit Days/Times of Course Offerings

\* Planning Year-Long Celebration of the 100th Anniversary of Women's Suffrage; Salem has played a very important role in women's rights, especially in the second-half of the 19th Century

\* Organizing May 4 Commemoration

\* Undergraduate Government Holiday Food Drive

\* Toys for Tots

\* Undergraduate Research Conference (December 7, 2018)

\* Silent Auction for the Rural Scholars Program (December 18)

### **Ashtabula Campus Report**

- United Way of Ashtabula Campaign – 19 partner charities, 30 out-reach programs, 1800 worldwide in 40 countries and territories - \$400,000 was provided in 2017 with the \$2-\$5 donations being the bread and butter of the campaign
- Irene Skleres – Handshake Training: Allow students the ability to learn information on internships and better connections in their career field.
- Tiffany Kiphart, Larry Froehlich, Nate Ritchey and Dean Stocker visited the University of Findlay to speak to them about their Doctorate in Physical Therapy Assisting program. The idea would be for Findlay to offer DPT on KSUA Campus
- Ashtabula had a meeting with the Salem campus about offering a Bachelor's Degree for RAD Tech – would be totally online and offer CT & MRI.
- Interviews are being held for Academic Program Coordinator for Vet-Tech.

- Budget meeting will be held with Christine Hill, Nate Ritchey, Dave Schultz, Amy Thompson and Dean Stocker. New positions needed – Rad-Tech, Nursing position, Business position, possible Air Frame Maintenance.
- Giving Tuesday Project is the “Blue Hallway” to be renovated Summer 2019
- Rising Scholars is a priority of President Warren
  - Natalie Huya is the point person for Ashtabula
  - We held a meeting for potential donors and are already hearing positives from that conversation.
  - Looking for \$1-2 million endowment.
  - Partnering with Ashtabula Area City Schools to start with.
  - Goal is to start mentoring by Fall of 2019
- The auditorium renovation is well underway and is on time and within budget.
- Talking with the Kent architects about the north side of main hall renovation.
- The conversation about a resource officer is still in the works. Dean Stocker checked off on the MOU – we have a potential officer.
- We held a meeting with Kathy Wilson, Mandy Munro-Stastiuk and Dana Lawless-Andric to discuss Climate Study--Committee’s will be formed to go over results
- Stacy Beck – made a motion seeking support to bring CT & MRI track fully online for the bachelor’s Degree in Rad Tech
- FC passed a motion to support the addition of the Medical Billing/Coding concentration to the current Office Technology degree program contingent upon adding the suggested changes (via Christina Burnworth) to the proposed roadmap.