



Faculty Council

November 1 2017, 1600 ST 208

Minutes

Voting Members Present: Lisa Brindley, Kathy Davis Patterson, Ashley Galati, Don Gerbig, Mariann Harding, Scott Keiller, Hongshan Li, Denise McEnroe-Petitte, Beth Osikiewicz, Sandra Pech, Nicole Willey

Non-voting Attendees: David Graff, Todd Hartline, Kingsly Berlin, Susan Hoffman, Jonathan Van Fossen, Jill Chen, Chitra Rajagopal, Lori Bears

- I. Dr. Mariann Harding – Call to Order (4:00) and Opening Remarks
 - A. Dean Bielski will not be here as he is attending a Kent Campus Enrollment Summit. He is still awaiting word from Kent about faculty hires.
- II. Dr. Nicole Willey--Secretary/Treasurer Report
 - A. The Flower Fund has \$1,210.75, plus more collected. Thanks to all who have given. Dues of \$20.00 per faculty or administrator are requested.
- III. Standing Committee and Faculty Reports
 - A. Academic Affairs
 - i. Please see attached report for details.
 - ii. Two separate meetings, one online.
 - iii. Reviewed an Engineering Proposal, which we will review later.
 - iv. Reviewed one for Early Childhood Education and made a suggestion, which we will review later.

- v. Last Regional College meeting is December 1, 2017. That will be the last chance to get proposals considered for next fall. Next Academic Affairs meeting will be Nov. 21, so proposals needed before then. We can then forward to Faculty Council for an extra meeting if needed.

B. Academic Learning Commons

- i. Sandra Pech reported, and report is attached.
- ii. Cherie Bronkar is currently attending a conference about Online Open Access for books.
- iii. She is also working on an online course shell for our campus. It would include all of our local campus technology staff and resources.
- iv. *Rocky Horror Picture Show* is Friday, Nov. 3.
- v. On Nov. 15 at noon, the Academic Learning Commons will host a Schoenbrunn presentation about Native Delaware people.
- vi. If you need Course Lib Guides or videos, let Cherie know.
- vii. Still searching for a position for Maker Space staff member, a full-time job.
- viii. The Tardis box is in the library and will be soundproofed for podcast space.

C. Community Engagement

- i. Met October 10 to discuss charges. Report shows discussion.
- ii. Met with External Relations Team. That group is interested in bringing in community stakeholders to see what they might have in mind for a campus-wide project. There will be more meetings about that topic.

D. Electronic Communications

- i. Please look at attached report.
- ii. Faculty webpage profiles are now self-serve, and the report includes instructions on how to make your profile. Faculty can submit their own text or photo. You can also

submit a ticket for help with getting a photo taken and creating your profile.

- iii. It will be easier to access the ticketing system moving forward; there will be a shortcut icon on our desktops instead of having to remember the URL.
- iv. This committee is planning workshops and trainings; please let Scott know of your interest areas, as well as suggestions for times and venues. They are trying to increase attendance. There will be a session at the Mentoring Retreat March 9, 2018.

E. Faculty Affairs

- i. Please see minutes, but looking for a motion to recommend the changes we are proposing for the handbook.
- ii. The committee finished Supplemental Travel changes and the new forms are being used.
- iii. New changes are suggested for eligibilities for membership on FC.
 - a. Add an additional promoted FTNTT faculty member. Pros: this would increase representation for FTNTT faculty. It would eliminate the need for a special election in early spring for a second person to serve on the FTNTT Reappointment Committee. Con: Creates a 12 person FC, so could have a tie. But, much of what we do is advisory anyway, so can still send a strong message.
 - b. Because we are having trouble hiring TT faculty, we may have trouble with the “three-year-rule,” which states that faculty can only serve on FC for three consecutive years and then have to be taken off the ballot. Faculty Affairs recommends eliminating the three-year rule. There still would be an opt out. The outgoing chair automatically approves an opt out unless in a situation of

hardship (not enough people). We could add language that if there is a hardship and the outgoing FC would have to vote, the chair should at least consider people's past service if there is a choice to be made.

- c. Handbook changes are voted on by every single faculty member eligible to vote on any particular issue. So a motion here does not equal a change in the handbook until we have full paper votes. If this goes through, we will probably have a vote in early spring. The committee will change the language, pass it out, hold an open forum, and then have ballots ready for early spring, so it will be ready before the next election cycle in March.
- d. Discussion followed about possibly reducing the size of the FC if we are having trouble filling it. It was pointed out that larger committees can help with RTP, especially when we are looking for $\frac{3}{4}$ approval for promotion.
- e. Motion: to support two promoted FTNTT in FC. (Galati/Davis Patterson.) Unanimously passed.
- f. Motion: to remove the three-year rule with clarification about opting out (Keiller/Pech). Unanimously passed.
- g. Faculty Affairs will make language changes and send the new language out for consideration.

F. Student Affairs

- i. Colloquium Travel and Conference Funding forms for students are available online. (There were no applications after the first deadline.) If you know of students going to conferences, please inform them about these funds.
- ii. Nov. 17 is the colloquium deadline; please encourage your students to apply.

- iii. Honors Projects are not currently a part of the Colloquium. Discussion ensued about what merits “additional” work to course project work. The committee does not recommend making it a requirement of the honors project to be in the colloquium. It was suggested that perhaps the Honors Program could create a symposium for different purposes to present student work.
- iv. The committee has purchased some nice boards for poster display. They are being used over the course of the year around campus; they can professionally display the posters and are appreciated.

G. Faculty Senate

- i. Steve Minnick submitted his Faculty Senate Report before the last JFA.

H. RCFAC

- i. They met the first Friday of October. There was discussion meant to clarify and help people who chair meetings. Electronic business, Robert’s Rules of Order, and public records were the topic.
 - a. Most of us meet electronically at times.
 - b. An incident happened at another campus where a vote was reported electronically, but there was no record of it.
 - c. It might be considered better practice to vote and record clearly who voted what way.
 - d. Our campus culture suggests that not answering the e-mail is a yes vote. (This is not a good practice.) Ask for a specific time and vote: yay or nay. Perhaps chairs should suggest if they don’t hear from you, the group will have to meet in person.
 - e. Keep appropriate records, just as if meeting in person.

- f. Another discussion was combining promotion and tenure as one action. Faculty Senate is also reviewing new criteria for the definition of sustained research. Finally they are looking at early tenure and promotion and if it should be permitted. We might be asked for an official vote in the spring on these issues.
- g. Discussion ensued about how to respond to e-mail votes. We agreed to try to be more formal and transparent for e-mail meetings.

IV. Old Business

- A. MAGC/OBR-UG-(initial inquiry is attached for reference)
 - i. Lori Bears presented the request for approval for the full proposal. The initial inquiry was approved by the FC and CCC. It is on the Regional CCC agenda for presentation Dec. 1. They want this to be ready for the Fall 18 catalog. Needs to have proposal to January EPC for Fall 18 approval. Should be able to do that since it's not a new degree, just moving the umbrella so it can become its own major.
 - ii. Everything is staying the same outside of major requirements under BS Eng Tech. Courses for additional requirements are listed, by color-coding. The courses will have new numbers and new acronyms, but they are courses we already have. There are a number of brand new courses they are very excited about for marketing the program and meeting the industry demands. Faculty is really looking forward to the change. Bears believes it is going to be the best program of its kind in the state of Ohio. It will attract local students, state wide and even nationally and internationally. There is now a Virtual Reality and Motion Capture lab at Tusc, and a VR lab just opened at Stark. They are hoping the program will be offered in full at Kent, Stark, and Tusc. Enrollment has grown so much they aren't even using VTEL anymore

because there is no more low enrollment. Looking at areas to collaborate at the Kent campus with communications. Splitting minor in CDAG into two. Kent students are really interested in those. The biggest problem will end up being staffing all of the sections, a good problem to have.

- iii. Discussion ensued about the validity of the proposal in MAGC and ENG TECH due to flows. It was determined that the appropriate flow was followed. Internal concerns in Engineering Technology and who meets with whom were raised. Since standing committees don't meet in the summer, the FC conducts necessary business. The FC handles Academic Affairs business before there are standing committees peopled and tasked. The Regional College has its own flow, and Tuscarawas campus does as well.
- iv. Larry Froehlich would like a vote before the Regional CCC.
- v. Discussion about whether this is a new program ensued. It is not totally new. It is an existing concentration elevated to its own major. A concern was raised about less science and math or core engineering levels. Would it still be a B.S.? Yes, it will still qualify.
- vi. Calling the Question (Willey)
- vii. Motion: to Support MAGC Proposal as it moves forward. (Osikiewicz/Galati) Unanimously passed.

V. New Business

A. AAS-ECET Program Revision

- i. This proposal is a minor change to include the requirement of a minimum C grade in Math Concepts I. Previously, the GPS accepted the D grade in the Associate's degree (though it was required in Bachelor's), so they were able to register for II, even if they didn't have the right grade. The Associate's degree needs to require a C in Math Concepts I, which

corresponds with the Math department's requirements to register for Math Concepts I.

- ii. Motion: Students need to have a minimum C grade for MATH 14001 in the TU AAS ECET degree, so this requirement should be added to the Associate degree.

(Li/Petite) Unanimously passed.

B. MERT Proposals and BS-ENGT Program Review Proposal

- i. The Machine Design lower degree course was eliminated, so they are prepared to move it to Upper division for the Bachelor's degree. There will be a name change (dropped "mechanics" and number change from 20000 to 30000.) They also added a student project using 3d models.
- ii. For the CAD course, the issue is differentiation of programs. College of Tech had maintained the course, but their curriculum is growing apart from what our campus is doing. CAD at TUSC is 3D, for the College it is only 2D. They wish to replace this old Kent course with a new CAD course. This bumped up the machine design course.
- iii. Proposals have gone through Academic Affairs, so we need affirmation from FC, but it has already gone through Dean's office.
- iv. Discussion ensued of heavy semester schedules.
- v. Motion: to approve two new MERT courses, Machine and Advanced Solid Modeling that will be placed in BSENG TECH, one will be a core requirement and one will be an elective. (Willey/Li) Unanimously passed.

C. BSIT Substantive Change Application

- i. This is simply an informational item providing an update.
- ii. The FCCC approved the full proposal of the change from COMT to IT for both associate and upper division courses. The next step will be to go to EPC. (Four of five concentrations are going to BSIT, and there are new concentrations as well. Please see report.) This is already in existence, but we are just changing the title so students can find it—won't be buried under the bigger

program. There is a current push by Kent to look at all programs, make them current, and make them more attractive to students.

D. Reimbursement Request

- i. Supplemental Travel Requests were discussed.
- ii. Motion: to approve the supplemental requests of Hongshan Li for \$1,363.15 (to correct the mistake on the business section of his form) and Adrian Jones for \$633.82 if he has not/does not receive URC funding for this conference. (Willey/Petitte)
Unanimously passed.
- iii. We discussed the need to maybe clarify how to use the portion of the new form about requesting additional funds.
- iv. We will have \$10,108.46 left for spring supplemental requests.

E. Spring FC meetings

- i. After much discussion it was decided that we will have a meeting of FC at 6 pm on February 7 and at 4 pm on March 7. JFA meetings will remain as published at 4 pm.

VI. Adjourn (Petitte) 5:35