



Tuscarawas Campus Faculty Council Meeting Minutes

March 4, 2020 at 8:01 a.m.

A208 Founders Hall

Voting Members Present: Lisa Brindley, Kathy Davis-Patterson, Ashley Galati, David Graff, Todd Hartline, Adrian Jones, Hongshan Li, Ginger Bihn-Coss, Chitra Rajagopal, and Mariann Harding

Voting Members Absent: Jean Engohang-Ndong, Scott Keiller

Non-Voting Attendees:

Administrators Present: Stephen Minnick

I. **Call to Order:** Davis-Patterson called the meeting to order at 8:01 am.

II. **Secretary/Treasurer Report:** Since the last meeting (i.e., February 5th), there were no deposits and there was one withdraw which brings the current balance to \$1,311.71. Jones is accepting Flower Fund money for the 2019-2020 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 (Jones).

February 5th minutes were approved electronically.

The Supplemental Travel Fund balance was at \$8211.13 prior to Sharma's request which was approved 3/4/2020 (see New Business below). The current balance after Sharma's request (i.e., \$444) is \$7767.13.

III. **Standing Committee and Faculty Reports:**

a. **Academic Affairs** – No report.

- b. **Academic Learning Commons** – No report.
- c. **Community Engagement** – Report attached. No discussion.
- d. **Electronic Communications** – No report.
- e. **Faculty Affairs** – Report attached. The committee has updated the list of faculty who are willing to participate in the faculty speakers' bureau, which will help link faculty to the community at large, so they can disseminate their work in public settings. The committee is creating a brochure for public use.
- f. **Student Affairs** – No report.
- g. **Faculty Senate** –No report.
- h. **RCFAC** – Minutes have not been approved for January or February meetings.
 - i. Work is still ongoing with some regional campus handbooks. The revisions are primarily focusing on the weighting of criteria for tenure and promotion for regional campus faculty.
 - ii. Progress is being made with mentoring handbooks, and they are using the Tuscarawas campus program as a template.
 - iii. A question came up about the lack of consistency in terms of offering teaching awards at regional campuses. Some regionals do not have teaching awards which could hurt faculty going up for tenure and promotion.
 - iv. The search committee for the VP for Regional Campuses is coming together. Harding has been chosen as the regional campus representative for this search committee.
 - v. Andrew Crawford is now the Associate VP for Enrollment for regional campuses and will be making rounds soon.

- vi. The Regional Campus Retreat (conference) plans are moving forward; the retreat will be hosted in Ashtabula and is scheduled for Fall Break. Faculty are encouraged to submit proposals for papers and workshops. The goal is to help regional faculty network to increase productivity. Faculty could use professional developmental funds to pay for travel/lodging. A motion was made by Harding and Bihn-Coss to ask the Dean if there are other ways that we could get funding without tapping into our professional development funds.
- vii. RCFAC is revising their procedural manual.
- viii. There was a discussion about May 4th activities and the use of a display that could be utilized at various regional campuses. Deans are dealing with May 4th speaker choices, specifically Jane Fonda's appearance.
- ix. Faculty must be careful about foreign influence when working/researching overseas. Because of ongoing lawsuits, it was recommended that faculty put everything in writing when collaborating with entities from other countries.
- x. The Mentoring Retreat is on March 6th.
- xi. The student complaint process is undergoing revisions to enhance consistency across campuses.

IV. Dean Bielski Administrative Report:

- a. Searches are underway for an NTT Math position and a TT Animation and Game Design position. Beth Osikiewicz is chairing the Math search committee and Chris Totten is chairing the Animation and Game Design search committee.
- b. The search for a new Enrollment Counselor is nearly concluded and negotiations are currently underway.

- c. On March 18th the Provost will attend our JFA meeting.
- d. A search for the new Provost is in process. Dean Spalsbury from Geauga campus is on the committee. The search committees hope to wrap up searches for the Provost and the VP of Regional Campuses by the time May 4th activities start.
- e. John Hayes will speak at the PAC April 16th for our May 4th event, which is free and open to the public.
- f. The Dean offers thanks for everyone who was involved with the Engineering Expo, the Bridge Building Competition, the Leader's of Tomorrow event, the Mentoring Retreat, and community engagement activities.
- g. A university-wide travel ban for level 3 countries (i.e., South Korea, China, Italy, and Vietnam) is in effect.
- h. Planning is underway for a spring faculty afterhours event.

V. **Unfinished Business:**

- a. The supplemental travel form was approved during our last meeting, but it needs to be submitted to the Business Office. We discussed putting the form online for easy access.

VI. **New Business:**

- a. **Faculty Council Elections:** Elections have been held and new members for faculty council have been chosen. New members will meet before April's FC meeting to vote on committee member roles (i.e., Chair, Vice Chair, and Secretary Treasurer).
- b. **Supplemental Travel Fund Requests:** A supplemental travel fund request for Sharma for the amount of \$444.00 was approved unanimously (9 yes, 0 no, 0 abstain).

- c. **University Calendar:** There is an ongoing discussion in Faculty Senate about recalibrating class times and the university calendar to meet accreditation requirements coming from the State. It was noted that extending final exam times could help with accreditation requirements. There was also some discussion about the timing of spring break. There was an agreement with our faculty that we would like to see more data driven decisions when it comes to the university calendar.
- d. **Teaching Requirements:** Discussion ensued about the requirements for teaching courses. There is some variability in requirements from department to department, and some departments are revising policies in terms of who is qualified to teach and who makes these decisions. See documentation attached.

VII. Announcements:

- a. The Taste of the World will be held next month, most likely the on second Wednesday of April.

VIII. Adjournment: The meeting was adjourned at 8:36am (LI/Jones).

Respectfully submitted,

Adrian M Jones
Tuscarawas FC Secretary/Treasurer

Kent State University
Associate Degree in Nursing Program

Community Engagement Meeting Minutes

February 6, 2020 12N
Nursing Conference Room

Committee Members Present: Denise McEnroe-Petitte (Chair), Samantha Bonaduce, Don Gerbig, Todd Hartline, Student Government Representatives-Michael Lewton (President), Tanner Immel (VP), Tanner Berg (PR Officer), Chad Conrad

Committee Members Absent: Ikpe (Justice) Akpan, Lisa Brindley, Maria Burkholder (class), Shelly Stefka (class)

2019 – 2020 Charges:

1. Coordinate a service-project at the campus level.
2. Recommend specific ways to increase participation in volunteer activities
3. Continue to provide oversight, in coordination with the Community Engagement Coordinator, of service-learning activities
4. Encourage faculty to contact community groups to offer their services or join these groups.

Welcome to Student Government Representatives!!!

- I. Review of charges and how to accomplish each one
List above available for review. During the meeting the group discussed ways to accomplish many of them. See specific agenda notes below.
- II. Student Government Organization
Denise asked approval from Kathy Davis Patterson, Faculty Chair, to place representatives of the Student Government on this committee. Cherie Bronkar was in favor of this action. Members in attendance: Michael Lewton, Tanner Immel and Tanner Berg who introduced themselves to the group.

Denise expressed the welcoming of these individuals to assist with more Community Engagement activities that would include students and faculty members. By working together, perhaps we can accomplish more and encourage others to also participate.

Michael stated that they would be having a meeting this coming week to discuss activities for the Spring semester and will inform Denise of these and what we can do to work together. He mentioned that they have tossed around the possibility of having a Democratic presidential debate at the campus. Todd Hartline and Don Gerbig voiced comments to assist them with the project. Another event was a 5K.

Chad Conrad discussed the Fall 5K and that this is scheduled for 9/12/20 at the campus with Vet Tech assisting and the theme was going to include pets. Student Government can assist also. In addition, the Student Government would like to plan a monthly project to complete. An Easter egg hunt was discussed.

Chad Conrad brought up some other activities such as the May 4th activities and John Hayes, the first Student Government President is coming to talk on 4/16/20. Other suggestions were: Bob Petterson from Pixar to speak, question was asked about the possibility of having the theater classes work with Little Theatre and/or Trumpet in the Land, a campus Beautification Project and the 100th anniversary of the NFL with some NFL players coming to the campus/having student groups give 100 minutes of community service.

Denise will share these comments with Dean Bielski for comments. Chad Conrad also would keep these ideas in mind.

- III. Community Engagement Newsletter
Copies of the Fall 2019 newsletter was passed out. Denise asked for assistance with the Spring 2020 newsletter in showcasing what projects we are doing.
- IV. Results of Warther's Christmas tree event and Salvation Army kettle
Joan Lappin purchased the tree. Thanks to all who participated in the decorating of the tree.

The Salvation Army kettle was assisted by both faculty and students at the Dover Buehler's.
- V. Budget
Cherie Bronkar has been able to assist with monies for the projects this year along with Chad Conrad.
- VI. CE website updates
Updates still needing to be completed. Denise will work on this with IT staff.
- VII. Spring activities
The activities that we will be working on includes the Rainbow Connection Telethon which is in March/April with a basket of goodies—Chad Conrad offered that Deal Bielski mentioned that he would be taking care of this and the Annual day of giving for KSUT which is planned for 4/17/2020. More details to come for these events.
- VIII. Future Summer/Fall 2020 plans
Suggestions for future events were discussed. Collecting of school supplies for the new school year and planning a drive through Christmas event in the parking lot for the community were offered.

- IX. Spring Awards
Spring Awards will be here soon and we need to nominate and choose winners for Community partner, Faculty partner, Student/Student Group. Denise will do a ballot with those participating and their projects for the committee to vote on.
- X. Next meeting
To be announced. Emails may be utilized to announce activities.

Dr. Denise McEnroe-Petitte, RN
Community Engagement Coordinator
Recorder

Faculty Affairs Committee Meeting Minutes

Wednesday, February 5th, 2020

Present: Lori Bears, David Graff, Turan Koptur, Hongshan Li, Beth Osikiewicz (chair), Nicole Willey

Osikiewicz gave a brief overview of the reason for wanting to create the Faculty Speakers Bureau listing faculty members availability to community groups and events. Based on the survey results from Spring 2019, approximately 1/3 of the faculty agreed to be included on the list, approximately 1/3 of the faculty responded that they did not want to be included on the list, and approximately 1/3 of the faculty did not respond to the survey. The committee discussed the questions stated on the agenda and agreed to the following items:

- The original Qualtrics survey about the Faculty Speakers Bureau will be resent to all faculty that did not respond last year. The survey will be sent out on Monday, February 10, and faculty will be given one week to record their preferences. In addition, the survey will be sent to all administrators and staff on campus to inquire about their willingness to be included on the list. If there are any staff/administrators interested, then we will change the name to the Kent State University Tuscarawas Speakers Bureau.
- The Qualtrics survey regarding the speakers bureau will not be resent to faculty who stated last spring that they did not want to be included.
- The committee determined that the best way to communicate available speakers with the community is to develop a list or brochure that can be handed out as well as developing a webpage that will list willing faculty and their associated areas of expertise. This webpage could link to individual faculty webpage or contact information. Once the committee has a finalized list of participants, Osikiewicz will talk with Deb Ellwood about creating a brochure or pdf listing the members and their associated areas of expertise. Furthermore, Osikiewicz will talk with Seth Finlayson in IT about developing a webpage to promote the speakers bureau. The committee hopes that this webpage could be linked from the faculty/staff page on the KSU Tusc website.
- At this time the committee decided it would be best to contact only full-time faculty and staff/administrators about their willingness to participate in the speakers bureau. Once we have finalized this list, we will discuss the option of inviting part-time faculty as well.

- After the committee has a finalized list of participants, it will be sent to the entire campus for any corrections or additions. Job titles will be confirmed during this process. Campus members who originally opted-out can decide to be included at this time by contacting the committee.
- The committee decided to communicate by email if any issues needed further discussion during the collection of information from the campus.

UPDATE (2/24/2020): The committee completed the collection of information from campus members interested in being included on the Speakers Bureau on Monday, February 17th. Osikiewicz distributed the draft version of the Tuscarawas Campus Speakers Bureau via email to the entire campus on Monday, February 24th. Interested individuals were asked to review their name, title, areas of expertise, and presentation titles. All corrections need to be submitted by 5:00 pm on Monday, March 2nd. Also, individual who originally requested not to be included on the Speakers Bureau list but now wish to be added, can send their information the Beth Osikiewicz (bosikiew@kent.edu) to add their information to the list. After this deadline the document will move to the next phase of implementation (brochure and webpage).