



TUSCARAWAS

Tuscarawas Campus Faculty Council Meeting Minutes

March 5, 2021 at 3.30 pm.

Microsoft Teams meeting

Voting Members Present: Lisa Brindley, Don Gerbig, David Graff, Amanda Hayes, Todd Hartline, Wensheng Kang, Scott Keiller, Hongshan Li, Beth Osikiewicz (FC Chair), Jeff Osikiewicz, Sankalp Sharma and Nicole Willey.

Administrator Present: Dean Brad Bielski.

I. Call to order:

Beth Osikiewicz (FC Chair) called the meeting to order at 3.30 pm and initiated a roll call of FC members.

II. Secretary/Treasurer Report*:

The February Flower fund balance was \$1,243.71. Since the last meeting there have no additional deposits, leaving the current balance at \$1,243.71. Sankalp Sharma is accepting donations of \$20 or more for the academic year 2020-21 and can presently be paid in cash/check. If using a check please make your donation to: "Tuscarawas County University Foundation". The electronic donation system is currently being developed and the Secretary will inform the FC when it is ready to be used.

III. Standing Committee and Faculty Reports:

a. Academic Affairs –

- Kingsly Berlin (chair) reported that there has not been much activity since the last meeting. There were no new curricular proposals. However, they have a meeting with Steve Minnick to identify a list of Kent core and other classes related to BIPOC issues. They will also be addressing the issue of Canvas adoption.

b. Academic Learning Commons – See report attached

- Amanda Hayes reported that the committee has been working on the film series and will be working with the diversity committee from now on. The diversity committee has figured out how to present films to a wider variety of digital audiences.

c. **Community Engagement** – see report attached

- Nicole Willey reported that she was invited to the Committee engagement group because she works on the Anti-Racism Task Force Committee Engagement subcommittee. They met and are in the process of identifying organizations who work on racial justice issues. She is also working on creating local community engagement goals for the campus that work on racial justice issues.

d. **Electronic Communications** –

- Sankalp Sharma reported that the committee will continue to work on ensuring a smooth transition from Blackboard to Canvas. He also mentioned that the issue of document uploads pertaining to faculty issues is being investigated to ensure that there is a uniform upload process.

e. **Faculty Affairs** –

- Don Gerbig reported that there have been a lot of campus-wide activities on anti-racism training.

f. **Student Affairs**

- Wensheng Kang reported that the committee received midterm summaries of three projects for the student research colloquium. They are reviewing the summaries and will hold the colloquium on the evening of Monday, April 5.

g. **Faculty Senate** – see report attached

- President Diacon: talked about past accomplishments in relation to COVID-19 on how testing was implemented and how the university is preparing for the vaccine. He mentioned how testing at the beginning of the pandemic was difficult. However, since then the university has gone from 100 to 2000 tests per week. In residential halls, students were regularly tested and students living out of campus, showed approximately 3% positivity, a rate which has remained stable. Students living on-campus had 1% positive (Feb 8 figures). The president also mentioned accomplishments such as Plexiglas in classrooms. However, he remains unsure about Fall 2021's teaching situation. It will most likely be similar to Spring 2021, with the (Flashes Safe Seven) safety measures in place. His hope is that a large number of people will be vaccinated by then, but uncertainty about the virus will remain. The university is working with the Portage county health department, and if needed will make the stadium available for vaccinations.
- Faculty travel ban: The ban maybe lifted, but there is no final confirmation yet.
- Testing on regional campuses: The campuses will be responsible for vaccinations and continued testing.

- EPC materials: Anti-racism and Equity Institute was approved and will be launched in Fall 2021. Their goal is to create a culture of anti-racism.
- Environmental Science and Design Research Institute: Has been in existence for many years now and have done a lot of work. Their initiative is now being recognized as a formal institute.
- Rest of the approved programs can be found in the minutes.
- SAT as an admission requirement: (read statement in report) – the recommendation is to make SAT optional rather than required for admissions. The Dean of Graduate Studies is also requested to critically examine the standardized testing for their admissions process. The GRE may also be made optional in the future.

Questions/comments to Jean and related discussion:

- Sankalp Sharma asked whether domestic travel will be allowed before Fall 2021 officially begins, but Jean said that no definitive resolution has been adopted yet.
- Lovejoy Das asked what the other criteria for assessing a potential student were. Jean responded that it would depend on the individual departments.
- Beth Osikiewicz asked whether SSIs were discussed in the faculty senate. Jean said that they were not, and it does not seem that they were on the agenda in a future meeting.

IV. RCFAC report – See attached report.

- Beth Osikiewicz reported that many agenda items pertained to how Fall 2021 will look like. She added that discussions are still ongoing about whether SSIs will only be available to faculty, for their personal feedback, for Spring, Summer and Fall 2021.

V. Dean Bielski's Administrative Report

- a. The Dean congratulated the faculty and staff on a successful mentoring retreat.
- b. He also mentioned that United Way gave “Person of the year” to educators in the Tuscarawas county.
- c. He also welcomed back Assistant Dean Steve Minnick.
- d. Faculty searches: The campus was in midst of faculty searches (one non-tenure track Mathematics and two positions in Animation and Game Design, one tenure track and one non-tenure track) last year and had to rescind offers due to the university-wide hiring freeze. But now the campus is seeking approval to re-advertise those positions and hiring will made based on priority. Mathematics is the highest priority, along with the renewal of the NTT position currently occupied by Justin McCrea, and in a month's time animation game design.
- e. Board meeting with Tuscarawas board: There is talk of introducing an Early Childhood Center, this is the best time to do it, alongside expansion of the vet tech center. The Dean reported that the latter endeavor should be approved with ease.

- f. RC Deans meeting: The CATS college is waiting for Peggy Shadduck to take over. More federal money will be coming (if the American Rescue Plan Act passes). Possibly \$300,000-400,000. The Dean mentioned that the campus hopes to upgrade personal computers.
- g. Spring commencement: No firm decisions have been made yet. Kent was trying to implement some form of in-person commencement. However, that information was incorrect. No final decision has been made yet for the Kent or Regional campuses.

Questions and comments:

- Jeff Osikiewicz asked whether the FTNTT math position was only a one-year position and the Dean stated that it would be a permanent position.
- Jean mentioned that federal money will help because a huge digital divide currently exists in the vulnerable student population. For eg: CCP students are struggling to get satisfactory internet access despite getting assistance from their schools.
- Hongshan Li mentioned that it might be a good time to refresh campus computers.
 - Jean also asked what the faculty-request limit for technology was. The Dean responded that there are no restrictions on the type of technology that can be requested.
- Sankalp Sharma asked about increasing scholarship opportunities for students. The Dean provided a detailed answer on how the scholarship mechanism works and mentioned potential pitfalls, such as the scholarship interfering with the financial aid eligibility of a student.

VI. Unfinished Business

None

VII. New Business – See Qualtrics report attached.

- *Discussion of FC Qualtrics election:* current method is to use a paper ballot according to the handbook. Cannot do that this semester and therefore experimented with an online voting mechanism.
 - Kingsly Berlin noted that the use of the asterisks to identify currently serving FC members was a good idea.
 - Nicole Willey said that she was satisfied with the Qualtrics approach.
 - Discussion also ensued about Sankalp Sharma's technical difficulties.
 - Beth Osikiewicz also clarified that the person running the survey will be the only one who has access to the votes and the current proposal is not a handbook change, thus paper ballots may return depending on the situation next year. She also added that most people accessed the sample within the first two days.
 - Jeff Osikiewicz asked if there were more options available to hold the FC election and if we had time to execute them. He also inquired on how the votes are reported. Beth responded that if there is something else to consider, then it

must be recognized immediately. She also mentioned that a post-election report on newly elected FC members is released every year.

- Hongshan Li suggested to include a troubleshooting document in case voters experience technical difficulties.
- Scott Keiller mentioned in the chat that since Qualtrics is a trusted vendor by the IRB, it is the correct solution.
- It was agreed that only the FC members should vote on the interim change to use the Qualtrics survey for next year's FC.
- Beth Osikiewicz mentioned that she will send out a sample ballot before the actual vote, for potential voters to comment on the style. The voting will tentatively take place within the next two weeks

Motion (Willey/Keiller) to adopt the Qualtrics survey for next year's FC election passed with 12 votes.

VIII. Announcements:

None

IX. Adjournment:

4.44 pm

Respectfully submitted,

Sankalp Sharma

Tuscarawas Campus FC Secretary/Treasurer

Kent State University

Community Engagement Meeting Minutes

March 1, 2021

Teams Meeting

Committee Members Present: Denise McEnroe-Petitte (Co-Chair), Jean Engohang-Ndong (Co-Chair), Maria Burkholder, Todd Hartline, Ikpe (Justice) Akpan, Shelly Stefka, Samantha Bonaduce

Committee Members Absent: Lisa Brindley

2020 – 2021 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.
5. Prioritize antiracist community service projects and community partnerships.
6. Generate a list of local anti-racist groups in Tuscarawas County identifying the group's goals/projects, contact information, meeting times/locations, and potential areas for partnership.

- I. The members welcomed Dr. Nicole Willey to the committee. She explained that she is on sub-committees for the campus and university for Anti-Racism, Diversity, Inclusion, and Equity. As not all the CE committee members could join in her presentation this past week, a copy of the powerpoints were emailed to all CE members to review. Nicole will be assisting this committee in working on the charges 5 and 6.

Nicole discussed the information on these topics. Plans are being made to develop a Strategic Plan for each campus unit. The need to have the right stakeholders will be important. Other committees will be working on this also, so roles and goal setting may be shared.

For charge 5, we are looking for community individuals to partner with. Nicole has developed a list (she will send to us to review), but additional individuals are needed to be sustainable and reciprocal for each other. Perhaps a brainstorming session is needed with other KSUT committees.

For charge 6, not much activity is going on right now. Sankalp is the liaison for the Citizens for Racial Justice and will share information with Nicole and her with the CE

committee. The Tuscarawas Public Library is interested as well as the Working Uninsured Clinic to partner. Any group that we could approach that would be interested would be great. Questions were asked about outside of Tuscarawas County—specifically the Berlin area. Nicole said that this could be explored. Another area of concern was about whether certain groups would want to join due to their religious beliefs. All involved would need to follow KSUT alignment with their beliefs and actions.

Overall, the goal is to have a MOU by the end of the summer aligning with our values. This MOU should look at the mission of KSUT and follow. Any comments or suggestions from the CE members on the development of the MOU need sent to Nicole to consider. KSU Stark has a model that they are using and perhaps we could see this.

It was further discussed that some of this work will not be finalized until the Antiracism Task Force CE subcommittee, as well as the DEI strategic planning, is completed.

Nicole will present this discussion with FC at their meeting Friday 3/5/21 for further guidance to this committee and report to Denise and Jean.

- II. Review of charges and how to accomplish each one.
No further discussion held on the other charges.
- III. Current List of those involved in CE Spring semester-
 - Kingsly Berlin and Veterinary Nursing II Students: Tuscarawas County Humane Society
 - Dr. Ikpe Akpan and Practicum: Harcatus Head Start
 - Don Gerbig and New Philadelphia Bike and Pedestrian Plan
 - Mariann Harding and Alpha Delta Nu Associate Degree Nursing Honor Society
Members: American Red Cross
 - Nicole Willey and College Writing II Students: New Philadelphia City Schools, West Elementary
 - Nicole Willey and Intro to Technical Writing
 - Article in Bargain Hunter by Dr Jean Engohang-Ndong regarding COVID vaccine.
 - Article in Bargain Hunter by Dr. Don Gerbig, Dr. Jean Engohang-Ndong, and Heather Aubihl regarding KSUT Science department and COVID precautions with students/faculty.
- IV. Projects for Spring semester-
Nothing planned to date. Denise will check with Chad Conrad for any thoughts including the Annual day of giving.
- V. Community Engagement Newsletter-
Spring issue-Nicole will develop information about the DEI content. Anyone on the committee can submit a section for the newsletter.
- VI. Spring activities-

Annual day of giving for KSUT? Suggestions made for Hospice and Homeless shelter.

VII. Spring Awards

Need to identify our awards for community, faculty and student groups. Suggestions to be sent to Denise or Jean.

VIII. Summary comments-

Overall, Community Engagement this semester just cannot be as active due to the limiting COVID-19 guidelines. We need to follow the Safe 8, limit numbers of individuals in groups and continue with any further changes being made.

Faculty Senate Report for the 11/09/20 Senate meeting

Dear all here are some highlights of yesterday's Senate meeting:

1. Dr. Melody Tankersley was officially announced to be our new Provost.
2. President Diacon's remarks focused on the impact of COVID-19 on our university
 - a. President Diacon said that the university as a whole continues facing challenges a decline in enrollment. That while this decline is double digit at this time, shows to be consistent with what is being observed nationally and statewide. Senior high school Students are hesitating to apply because they don't have a clear idea of what next fall will look like. Parents are limiting campus visits due to the pandemic.
 - b. State funding is still a challenge. While the budget is being discussed, there is however no deal with the state of Ohio as to what to expect in terms of budget which causes uncertainties.
 - c. Considering the continuous decline in enrollment, uncertainties of the state budget, and if current challenges persist, the university will focus on its core mission and the President will keep pushing to maintain activities that foster access to higher education and engineering and persistence.
 - d. Student loan default rate has gone down, but we still need to bring it below 5%. It is currently about 11%. A student loan default applies when a student drops out without attaining a degree which is a problem.
 - e. Due to the current climate, we need to ask the following: what do we need to stop doing? We need to rethink how we do things. Some of our project may go on standby. Do we need really need a new parking garage right now which is scheduled to cost about \$23 million? Halting that project will allow us to save those roughly \$23 million. Do we need another separation plan and what would be the terms of that separation plan?
 - f. Finally, President Diacon mentioned that we need to celebrate the tremendous work done by the College of Public Health. KSU was ranked the 4th best employer in the state of Ohio. Also, KSU was ranked as the most LGBTQ favorable institution across the state.
3. The University Council on Technology offered its report to the senate saying that there were three contenders for the Learning Management System and that out of the three, Canvas was selected and sent to the Board of trustees for approval. Blackboard was discarded as a viable option because the version that we are currently using is phasing out and not supported anymore. Furthermore, the new version, Blackboard Ultra is not only different from what we are currently using and but it also prices 10% more than Canvas. At the right time, Faculty will be invited to join early to evaluate Canvas. At this time, the contract negotiation is ongoing with Canvas. To alleviate double charges during the transition period, Canvas will subsidize the cost for 9 months. The University Council on Technology reported also on a new grading option called Gradescope. That grading option will be used for both online and in-class examination. Gradescope will not replace Scantron.
4. The Faculty Senate Retreat took place one Friday Nov 6 from 12-1:30 pm. Dr. Amoaba Gooden Interim VP for the Division of Equity and Inclusion was the invited speaker. During the retreat that I attended, she talked about institutional racism and specifically on equity as KSU. She talked about the current state of things with regard to equity and she also talked about what is being done to create a sentiment of equity for our students, faculty and staff. She allowed some participants who are involved in the anti-racism task force to share with the senate what is being done in some subcommittees.

If anyone has any question, please direct them to jengohan@kent.edu

Thanks,

Dr. Jean Engohang-Ndong, Senator
KSU Tusc Rep.

Regional Campuses Faculty Advisory Council (RCFAC) Report February 12, 2021

David Dees (Interim Vice President for Kent State Integration) reported the following items:

- Encourage faculty to complete the survey about course offerings for Fall 2021.
- Hoping to go back to a majority of face to face classes, but this is based on the assumption that every person who wanted to obtain the vaccine had a chance to get the vaccine.
- Kent will follow whatever guidelines the CDC puts in place. If CDC adjusts its guidelines about mask wearing and social distancing, then Kent will adjust as well.
- Kent will honor the modality that individual faculty choose to teach. Therefore, if a faculty member wants to teach all their courses remotely, they will be allowed to do this during Fall 2021.
- By February 22nd, hope to have a first rough draft of what Fall 2021 courses will look like on the campus. Some chairs expressed concern about how adjunct faculty will express their preference.
- Kent State will not mandate the vaccine for faculty/staff/students. However, the Flashes Safe Seven will be changed to Flashes Safe Eight to incorporate information about encouraging university members to get the vaccine.
- Several regional campus locations working with their local Health Departments to become Points of Distribution (POD) for the vaccine.
- Budget looking good at the moment and all staff and administrators who had forced salary reductions had their full salary restored effective with the February 15th paycheck.
- Workload and course reductions come down to your campus handbook. Deans are required to follow handbook language. However, there is some push to try to standardize some of the load across all regional campuses.
- There is a statewide committee about CCP education. Some state representatives feel that CCP students and parents need to be “protected” from the moral decline that has resulted because universities have gone unchecked for too long. This committee has proposed items such as giving every course a rating and providing an alternative assignment for anything a CCP student or parent finds objectionable both of which were voted down.
- Dr. Peggy Shadduck will be attending the March RCFAC meeting.

Carol Robinson’s (RCFAC chair) report:

- President hoping to restart the study abroad program in August. However, much depends on vaccine availability.
- There is some discussion that SSIs for Spring, Summer, and Fall of 2021 will be available for faculty use only. More information to follow.
- Approved the revised RCFAC Procedural Manual.

Report on the use of a Qualtrics Survey for sample FC ballots

There are 47 full-time faculty that are eligible for the Tuscarawas Campus Faculty Council. Twenty-four are tenured/tenure-track (TT) faculty and twenty-three are full-time non-tenure-track faculty (FTNTT). Sample FC ballots were distributed to all 47 eligible faculty on Tuesday, February 23, with a deadline of 5:00 pm on Monday, March 1st. Each ballot was distributed using the email option in Qualtrics with individual single use links. Each faculty member was asked to complete the sample FC ballot using the link provided to ensure that they were on the correct distribution list and that they were able to access the ballot.

Below are some of the highlights from this process.

- Of the 24 TT faculty (Groups 1 & 2), 22 started the ballot and 18 submitted the ballot for a completion rate of 75%.
- Of the 23 FTNTT faculty (Groups 3 & 4), 16 started the ballot and 15 submitted the ballot for a completion rate of approximately 65.2%.
- No faculty reported being able to vote twice.
- No faculty reported being able to vote for more candidates than were allowed.
- Votes were anonymous.
- Reports from each ballot are easy to read and clearly identify those individuals that received the largest number of votes. The reports for the sample TT ballots and sample FTNTT ballots are included at the end of this report.

All faculty were asked to report any issues that they experienced with the ballot. Below is a list of the 6 issues that were reported and a solution to resolve the issue.

Issue 1: Some survey links went to the Junk folder or Clutter folder.

- Solution: Send an email to all faculty once the survey links are distributed and ask them to check both the Junk and Clutter folders if it appears they did not receive a link to the ballot.

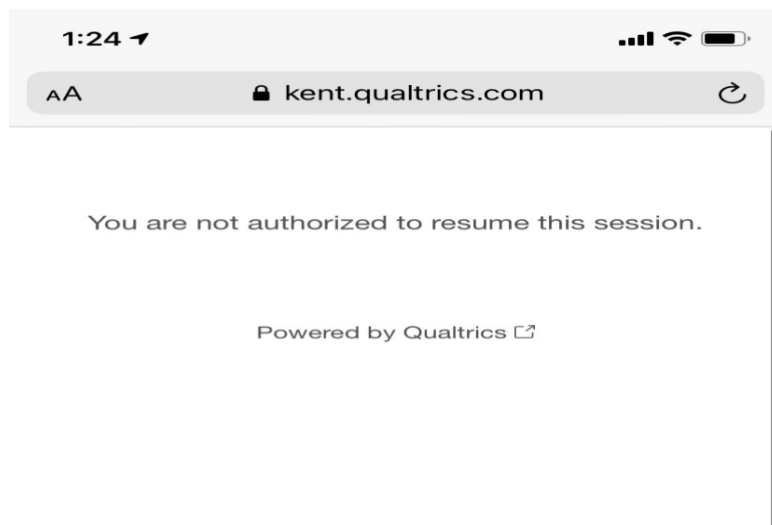
Issue 2: A few faculty reported either receiving a message after accessing the ballot that they did not have authorization to continue further or reported getting “kicked out” of the ballot before submitting it.

- Solution: I contacted each of these faculty member and asked them to access the survey again using their individual link. The faculty members stated that they were able to access, complete, and submit the survey. Therefore, we may need to add language to the ballots or in the email containing the ballot/survey link that they should attempt to reload the ballot if they experience issues submitting it.

Issue 3: One faculty member reported not being able to access the survey by clicking on the link in the email. However, he did state that when he copied and used the complete URL address provided in the survey email that he was able to access and submit the ballot.

- Solution: Similar to the solution to the previous issue, we may need to add language informing faculty to try and copy the complete URL address if they have trouble accessing the survey.

Issue 4: Two faculty members reported having problems accessing the survey on their phones. One faculty sent a screen shot of the error message he received.



- Solution: I asked each faculty member to try to access survey again using the computer. One faculty member stated he was able to submit the ballot using the computer. However, one faculty member reported he was still not being able to access the ballot using the computer.

Issue 5: Two faculty reported that they noticed asterisks next to some of the choices but that their purpose was unclear.

- Solution: Although the asterisks were defined on the instruction page of the survey, we may need to make this information more prominent. Perhaps we could move this information to the screen where the candidates in each group are selected.

Issue 6: The individual who creates and distributes the ballots/surveys could view the results while voting is occurring *if they access Qualtrics during the voting process.*

- Solution: There are two ways to resolve this issue. We could use a neutral third party (staff/administrator) to distribute the survey. However, this individual would still have access to the results as voting is going on, this would place the burden of this process on someone else, and all the distribution lists and survey error messages we are using are currently stored in my Qualtrics account. Another solution is to have the person administrating the survey agree that after distributing the ballots they would not access their Qualtrics account again until the committee (three people according to the handbook) meets to review the reports and determines the new membership of Faculty Council based on the votes. Qualtrics keeps track of every time an individual accesses their account. Therefore, the committee counting the votes would be able to verify whether the account was accessed while voting was taking place. Below is an example of the login report that Qualtrics keeps on each account. For example, as you can see from the login record below, I did not access my Qualtrics account once the surveys/ballots were distributed on Tuesday, February 23, until after voting ended at 5:00 pm on Monday, March 1st. (The only alteration I made to this screen shot is to block out my IP address.)

Recent Logins Current IP:

User	IP Address	Location	Date
bosikiew#kent		New Philadelphia OH United States	March 2, 2021 3:17 pm
bosikiew#kent		New Philadelphia OH United States	March 1, 2021 6:23 pm
bosikiew#kent		New Philadelphia OH United States	February 23, 2021 11:21 am
bosikiew#kent		New Philadelphia OH United States	February 22, 2021 10:20 pm
bosikiew#kent		New Philadelphia OH United States	February 22, 2021 6:40 pm
bosikiew#kent		New Philadelphia OH United States	February 22, 2021 7:09 am
bosikiew#kent		New Philadelphia OH United States	February 15, 2021 10:04 am
bosikiew#kent		New Philadelphia OH United States	February 12, 2021 9:32 am
bosikiew#kent		New Philadelphia OH United States	February 11, 2021 4:54 pm

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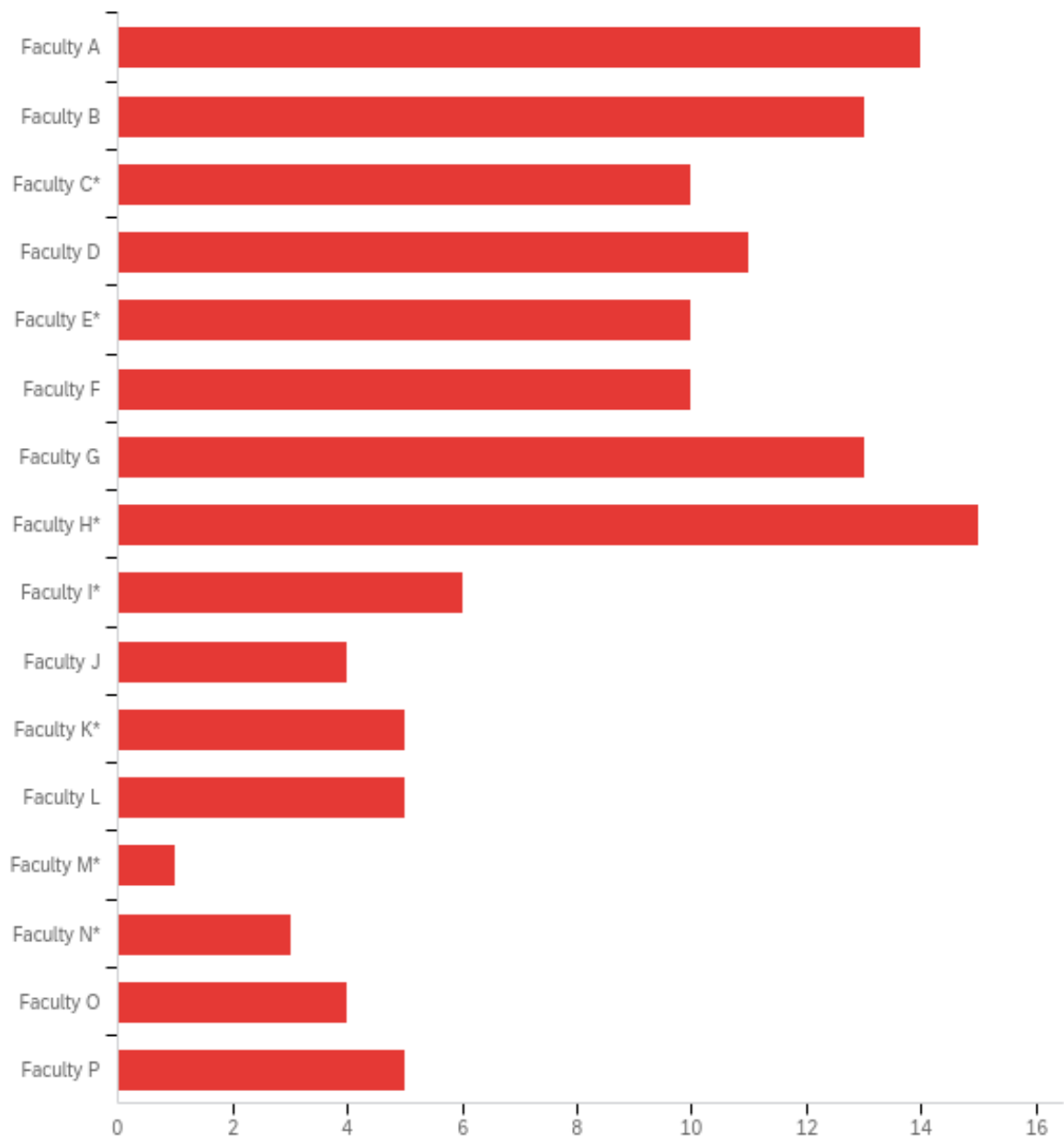
Finally, below are the reports for each sample ballot. The reports are easy to read and clearly identify those individuals that receive the most votes. If ties arise, they would be handled according to the procedure outlined in the handbook which is a random drawing of names.

Default Report

Sample TT FC ballot with KSU login

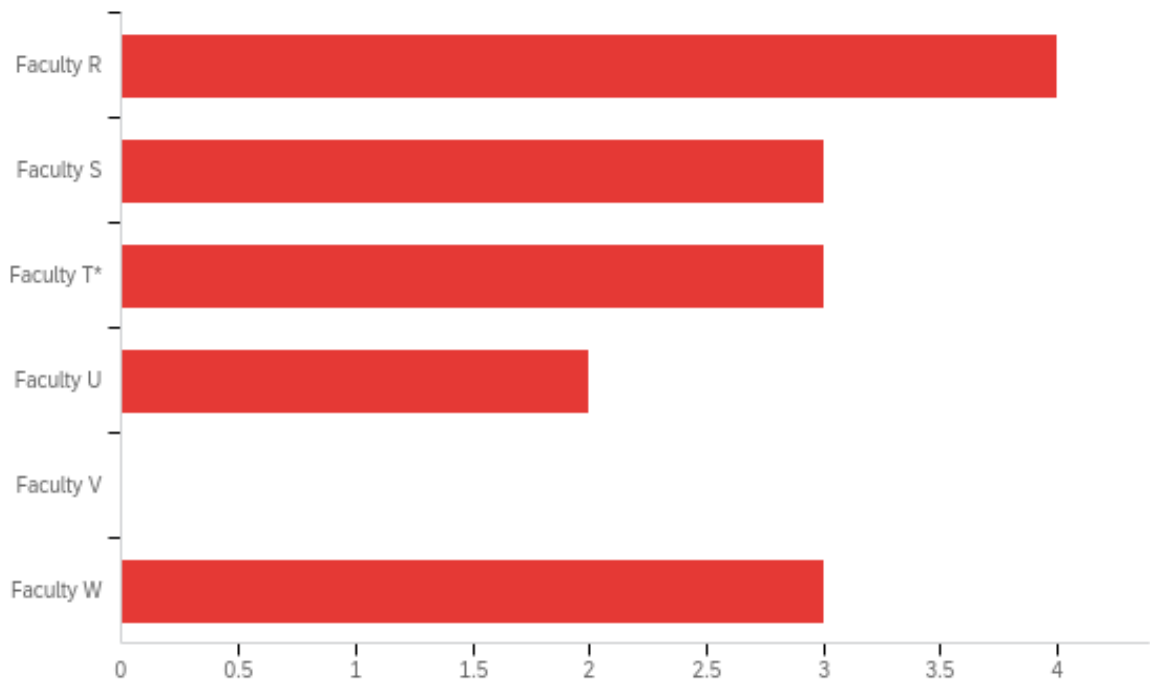
March 1st 2021, 6:28 pm EST

Q1 - Group 1 (Senior tenured faculty): Please choose no more than 8.



#	Answer	%	Count
1	Faculty A	10.85%	14
2	Faculty B	10.08%	13
3	Faculty C*	7.75%	10
4	Faculty D	8.53%	11
5	Faculty E*	7.75%	10
6	Faculty F	7.75%	10
7	Faculty G	10.08%	13
8	Faculty H*	11.63%	15
9	Faculty I*	4.65%	6
10	Faculty J	3.10%	4
11	Faculty K*	3.88%	5
12	Faculty L	3.88%	5
13	Faculty M*	0.78%	1
14	Faculty N*	2.33%	3
15	Faculty O	3.10%	4
18	Faculty P	3.88%	5
	Total	100%	129

Q2 - Group 2 (Junior tenure-track faculty): Please choose no more than 1.



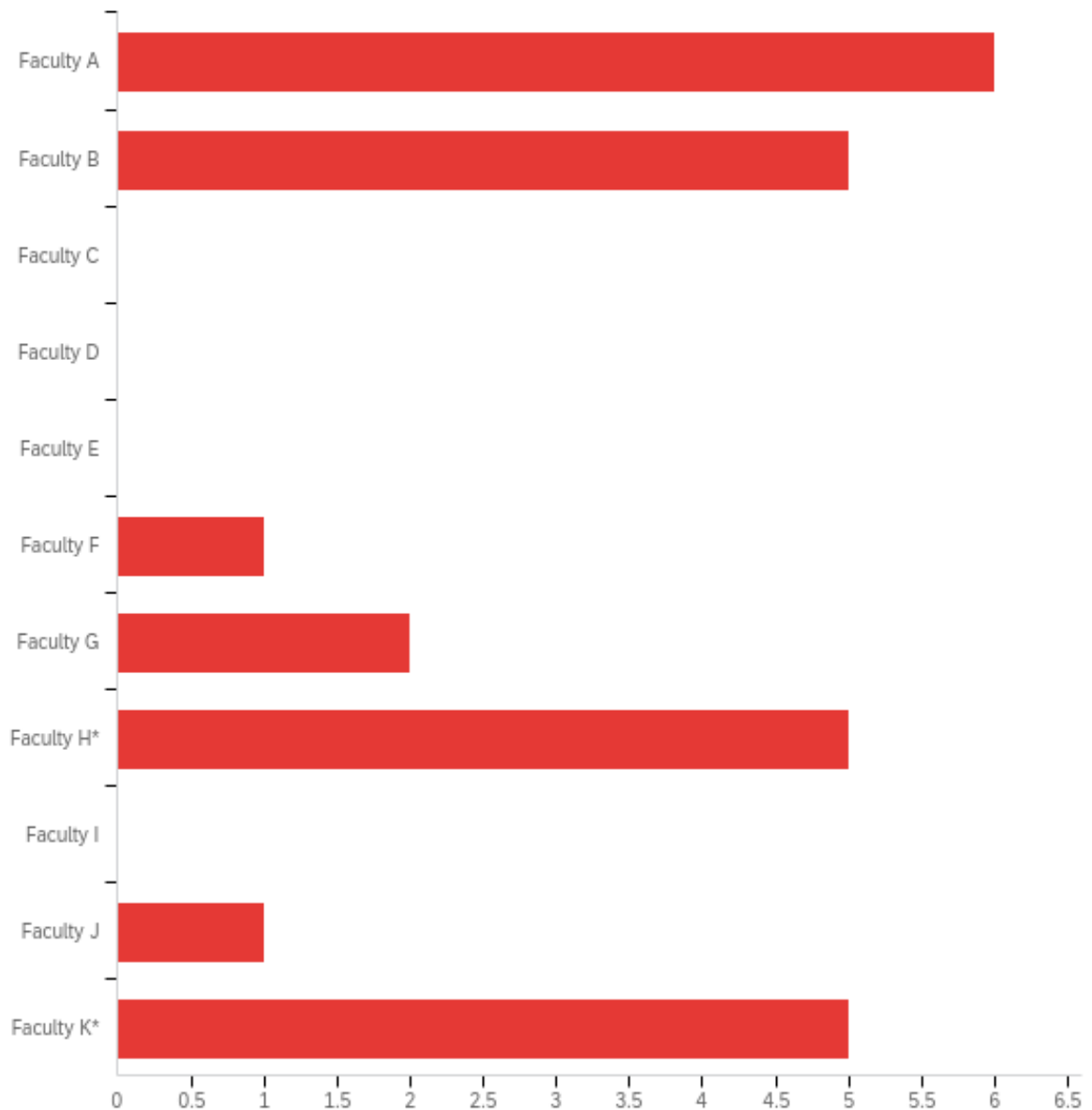
#	Answer	%	Count
1	Faculty R	26.67%	4
2	Faculty S	20.00%	3
3	Faculty T*	20.00%	3
4	Faculty U	13.33%	2
5	Faculty V	0.00%	0
6	Faculty W	20.00%	3
	Total	100%	15

Default Report

Sample FTNTT FC ballot with KSU login

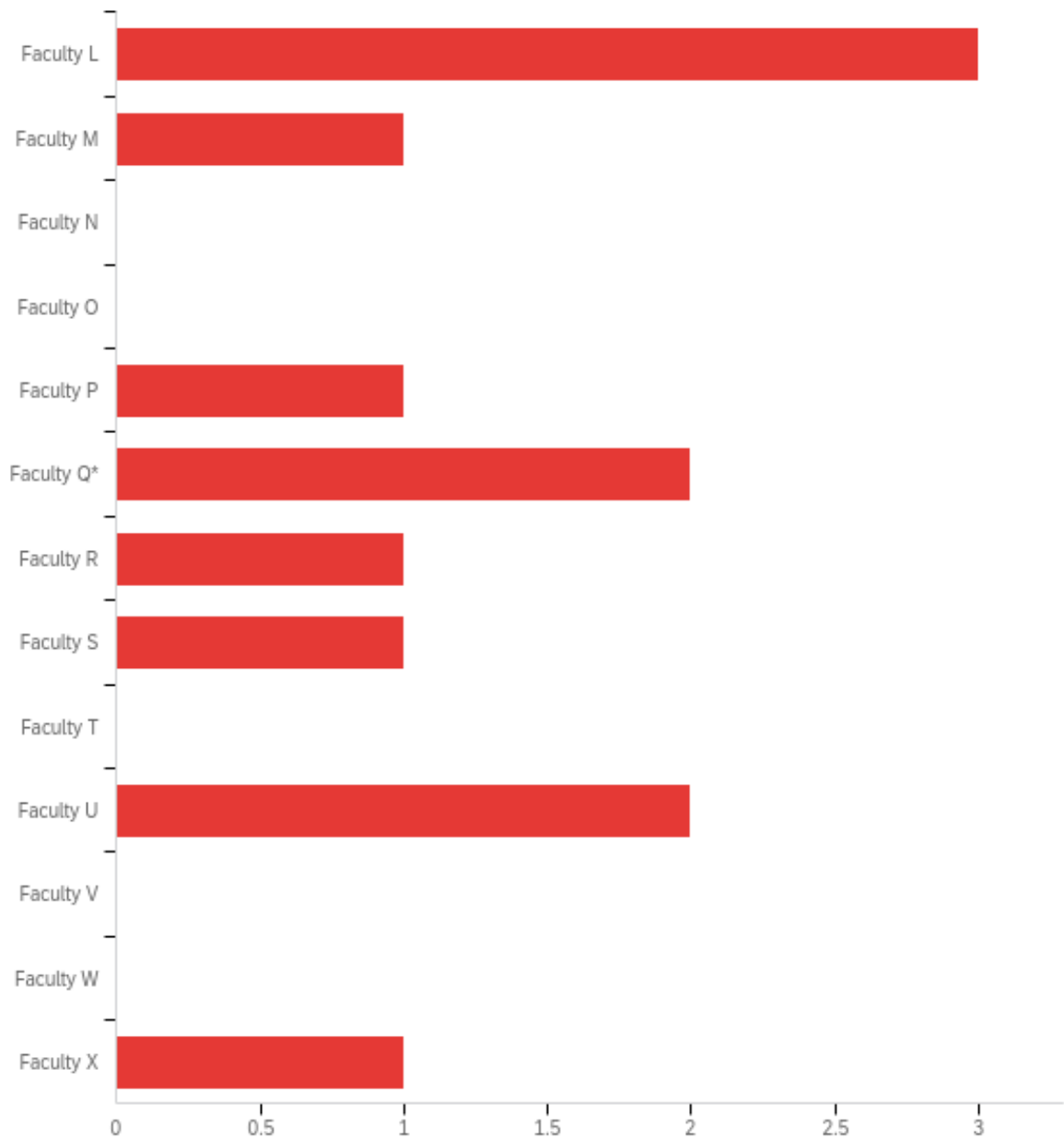
March 1st 2021, 6:34 pm EST

Q1 - Group 3 (Promoted FTNTT faculty): Please choose no more than 2.



#	Answer	%	Count
1	Faculty A	24.00%	6
2	Faculty B	20.00%	5
3	Faculty C	0.00%	0
4	Faculty D	0.00%	0
5	Faculty E	0.00%	0
6	Faculty F	4.00%	1
7	Faculty G	8.00%	2
8	Faculty H*	20.00%	5
9	Faculty I	0.00%	0
10	Faculty J	4.00%	1
11	Faculty K*	20.00%	5
	Total	100%	25

Q2 - Group 4 (Junior FTNTT faculty): Please choose no more than 1.



#	Answer	%	Count
1	Faculty L	25.00%	3
2	Faculty M	8.33%	1
3	Faculty N	0.00%	0
4	Faculty O	0.00%	0
5	Faculty P	8.33%	1
6	Faculty Q*	16.67%	2
7	Faculty R	8.33%	1
8	Faculty S	8.33%	1
9	Faculty T	0.00%	0
10	Faculty U	16.67%	2
11	Faculty V	0.00%	0
12	Faculty W	0.00%	0
13	Faculty X	8.33%	1
	Total	100%	12