



TUSCARAWAS

Tuscarawas Campus Faculty Council Meeting Minutes

October 2, 2020 at 12.00 pm.

Microsoft Teams meeting

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

Voting Members Absent: Nicole Willey (had to attend online conference), Todd Hartline.

Administrator Present: Assistant Dean Steve Minnick.

Administrators Present:

- I. Call to order:** Don Gerbig (FC Chair) called the meeting to order at 12.00 pm and initiated a roll call of FC members.
- II. Secretary/Treasurer Report:** The October Flower fund balance was \$1,231.71. Since the last meeting there have been additions of \$100 and withdrawals of \$86, leaving the current balance at \$1,245.71. 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 the committee had not received proposals for changes to any program. Other charges are yet to be discussed.
 - b. **Academic Learning Commons:** See attached report.
 - i. Amanda Hayes (chair) reported that the committee discussed building collection of reserve textbooks.
 - ii. They are also planning to hold a diversity film series, which will be made available online and are currently working through their implementation strategy.
 - c. **Community Engagement** – See attached report.

d. Electronic Communications –

- i.** Sankalp Sharma (chair) reported that the committee had met to discuss all charges. The first includes, informing faculty members of keeping their online profiles updated.
- ii.** The committee also discussed providing further training of Blackboard tools for faculty.
- iii.** The switch to Canvas was also raised and a training schedule for faculty after the official announcement is made was also discussed.
- iv.** Finally, the committee discussed the technology needs of minority students and discovered that some data might already exist regarding that charge. The committee intends to examine the data and proceed as required.

e. Faculty Affairs – See attached report.

- i.** Beth Osikiewicz (chair) reported that the committee is moving ahead with Tuscarawas Campus Speakers Bureau. They intend to advertise it through brochures and a webpage.
- ii.** Another issue regarding voting was also raised. The current language in the handbook mandates that FC election be held with paper ballots, which is not possible now. The committee is looking at ways to hold elections electronically, which requires a handbook change. This cannot be done without a full faculty vote.
- iii.** The committee is exploring the possibility of using Qualtrics to hold the FC elections but only if it is possible to make it anonymous and ensure that people can only vote once. If there is a policy in place, there will be a discussion before there is a vote.

f. Student Affairs –

- i.** Joe Vanfossen (chair) reported on several charges. The committee intends to host an in-person colloquium in Spring (tentatively April 5) prior to the spring break and planning is currently underway. The chair mentioned that there is a small Honors group this year, since few students are willing to do research with faculty.
- ii.** Finally, since conferences have been moved to a remote format and travel funds cannot be dispersed, the committee intends to revisit and consider modifications to the process later.
- iii.** Makerspace: A lot of students have expressed an interest in printing out 3D models of their designs and the committee is exploring the feasibility of printing and shipping the items by looking at various costs associated with both.

g. Diversity committee – No report.

- h. **Faculty Senate** – See attached report.
 - i. Mariann Harding reported that Canvas has not been discussed in the senate, since conversations are ongoing. Discussion ensued about when Canvas will be implemented. It is likely that the university will send out a formal announcement about Canvas' Fall 2021 launch soon, but faculty will not be required to switch to it until Fall 2022.
 - ii. Chris Totten noted that it's possible to transfer Blackboard courses to Canvas.

IV. RCFAC report

Don Gerbig reported that RCFAC members were contacted by VP and CATS search committee to schedule a meeting at the end of October.

V. Assistant Dean Minnick's Administrative Report

- a. Spring break has been moved by two weeks, to mid-April. Classes will be remote after the break (for two weeks and two days).
- b. Last day of class is on May 4 and faculty members are not supposed to hold class between 12 - 2 pm that day.
- c. Spring semester will follow the same COVID-related guidelines as Fall. Spring schedule is coming shortly.
- d. Work on the trail continues for the next few weeks around the Tolotty Center and is expected to end before winter.
- e. Question asked:
 - i. Will faculty be allowed to come back to their office?

According to the Assistant Dean no universal guidance has been provided yet by Kent main. Existing guidance suggests that faculty will be allowed to come on campus and teach or work. Students, however, will not be allowed. It might be possible for students to come to campus to use remote learning stations, but this is tentative.
 - ii. Are we still under a hiring freeze?

Yes, full-time positions cannot be filled currently. However, adjuncts and "emergency positions" can be hired.

VI. Unfinished Business

None

VII. New Business

None

VIII. Announcements:

None

IX. Adjournment: 12.29 pm

The minutes were accepted by the FC on October 14, 2020.

Respectfully submitted,

Sankalp Sharma

Tuscarawas Campus FC Secretary/Treasurer

Community Engagement Notes,
FC 2 Oct. 2020

We will not be meeting before this next meeting.
Are planning to do the Warther's Tree and Salvation Army Bucket.
Some faculty are doing CE activities but is very limited.

Faculty Affairs Committee Report September 2020

Committee members: Lori Bears, Don Gerbig, David Graff, Adrian Jones, Turan Koptur, Hongshan Li, Beth Osikiewicz (chair), and Kyle Winkler.

Because of everyone's busy schedules, the following items are being discussed via email among the committee members.

- **Charge 1: Evaluate potential revisions to Faculty Handbook.**
 - Update the duties and responsibilities of committee chairs. The committee is discussing what additions to make to the current language in the Handbook (Section I, Structure and Organization of the Campus C.2c): *A committee chair shall be selected from within the committee by the Chair of the Faculty Council for a one-year term. The committee chair is responsible for conducting meetings at least once per semester, at a time convenient for its members, and for reporting committee progress at both the Faculty Chair's Cabinet and Faculty Council.*
 - Revise the procedure for electing Faculty Council representatives. Our current policy for electing Faculty Council members is done with paper ballots placed in SIGNED ENVELOPES and returned to the Vice-Chair's campus mailbox. Because of our current situation, this will need to be amended to allow for electronic voting. The committee will work on revising this process which will be shared with all faculty. Because the new procedure would be a handbook change, all eligible faculty will be able to vote on approving the new process when it is made available. The committee is open to all suggestions on revising this procedure. Please send your suggestions to one of the committee members listed above.
- **Charge 2: Finalize the "Tuscarawas Campus Speakers Bureau" to promote campus member's availability to community groups and events.** The list of campus members (faculty, staff, and administrators) in the Tuscarawas Campus Speakers Bureau was finalized during Spring 2020. However, a brochure to share with community members and a webpage to advertise available participants still needs to be created. Osikiewicz will contact Deb Ellwood for help with creating the brochure and our IT staff for help with creating the webpage. Both will be made available to the campus community when they are finalized.
- **Other committee charges have not been discussed yet.**

Faculty Senate Report for the 09/14/20 Senate meeting

As part of her remarks, the Senate Chair, Pamela Grimm read the Resolution on Institutional racism. That resolution was proposed by the Senate in reaction to recent events targeting the black community at Kent State University.

Followed by the Senate Chair's remark, President Diacon thanked the Faculty for their continuous and tremendous efforts in creating an environment suitable for learning in spite of the constraints posed by the COVID-19 pandemic. He also thanked the Professional Consultants from the College of Public Health for being a vital intramural resource and for bringing on the table their expertise and providing the necessary assistance so the University can take informed decisions in relation to COVID-19.

Interim Provost's Melody Tankersly thanked the Re-Opening committee for putting together a plan that allowed Colleges and Department to re-open safely. She disclosed that the plan included a significant reduction of campus capacity. She also said that while the trend was to reduce the capacity in classrooms in order to maintain reasonable physical distance between students, but that there was no magic number. This would leave enough room for flexibility based on the course. Number of students per classroom would vary on a case by case basis. Courses were divided by tiers. Courses that do not require hands-on activities would be completely remote while courses that required hands-on activities were to be scheduled either hybrid or face-to-face with some adaptation.

Melody emphasized on the fact that each campus will develop a response depending on what is happening at the county level.

For residential life – the university reduced the density in residential halls to allow enough physical distancing between residents.

On the matter of student life activity, any activity involving more than 10 people will be systematically scheduled to take place remotely. The recreation center redesigned their protocols according to recommendations from health and public health authorities.

Interim Provost said that the University has developed a protocol to get students to comply with the Flash seven rules and particularly, the wearing of mask in classrooms, hallways, and throughout any of the Kent State campuses.

Finally, she expressed her interest in making sure that student basic needs are met, especially students' mental health. In that perspective, she said that general fees will be partially invested in tele-health, that there will be a centralized center for a wide variety of services including homelessness. Also, an Emergency fund has been created to provide students with assistance in response to COVID-19. Through that fund, students in need will receive assistance with technology which will include hotspots and/or laptops.

This were the most important highlights of the Senate meeting. If anyone has any question, please direct them to jengohan@kent.edu

Thanks,

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