



Tuscarawas Campus Faculty Council Meeting Minutes

September 4, 2020 at 12.00 pm.

Microsoft Teams meeting

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

Voting Members Absent: Todd Hartline, Lisa Brindley.

Administrator/s Present: Dean Brad Bielski.

- I. Call to order:** Don Gerbig (FC Chair) called the meeting to order at 12.01 pm.
- II. Secretary/Treasurer Report:** The March Flower fund balance was \$1,311.71 Since the last meeting there have been withdrawals of \$80 leaving the current balance at \$1,231.71. 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 possibility of electronic donation to the Flower fund using a secure app was also discussed.
- III. Standing Committee and Faculty Reports:**
 - a. **Academic Affairs** – No report.
 - b. **Academic Learning Commons:** No report.
 - c. **Community Engagement** – No report.
 - d. **Electronic Communications** – No report.
 - e. **Faculty Affairs** – Committee has not met yet. Committee chair (Beth Osikiewicz) emphasized that according to the handbook, "*All materials that must be vetted and/or voted on by a standing committee before being presented to Faculty Council must be submitted to the appropriate committee at least three (3) weeks prior to the Faculty Council meeting.*" However, exceptions are possible in extraordinary circumstances.

- f. **Student Affairs** – Have not met yet. Committee is starting process of getting students involved with the colloquium and reviewing applications in the next couple of weeks.
- g. **Diversity committee** – No report. Starting plans for committee charges this week.
- h. **Faculty Senate** – See attached report. *Note:* the report was received after the FC meeting and is presented for informational purposes.

IV. RCFAC report

RCFAC met regularly during Summer 2020 to keep informed of changing policies regarding remote instruction. All policies that were discussed during these meeting have been distributed to all faculty via email by the Provost's Office.

V. Dean Bielski's Administrative Report

- a. President Diacon would like to have a meeting with Tuscarawas campus as a town hall. Meeting time yet to be decided.
- b. Both Dean Bielski and Mariann Harding are sitting on the search committee to find the Vice President for Regional Campuses and Dean of the College of Applied and Technical Studies. Search for position is ongoing and position is expected to be filled by January 2021.
- c. Enrollment is up by 135 students. Final numbers are expected shortly. Head count is up, and FTE is the same as last year.
- d. There was an operating surplus of approximately \$150,000 for the year 2019-20. Current surplus is above \$600,000. Potential allocation for spring travel (conferences and presentations) if travel ban is lifted.
- e. Judge Roger Lile is retiring after 41 year of service on September 8, 2020.
- f. Dean clarified that as per county rules, each campus has certain level of autonomy. This will allow the Tuscarawas campus to host internal and external group events. Requests to hold events can be sent to Tom Flood (Assistant Manager of the Performing Arts Center). He has been requested to coordinate all future campus events. Any event will be registered in the Kent State University master database. An event with 50 or fewer people only requires the Dean's authority for approval.
- g. Trustees meeting on September 8, 2020.
- h. Trail is being expanded.
- i. Chad Conrad in the development office may have secured a major donation for scholarships.
- j. Michael Lewton (Student Undergraduate President) will try to put together a virtual event to ensure that student clubs and organizations remain connected.

VI. Unfinished Business

None

VII. New Business

- a. **Name change for JFA to include staff:** Suggestions have been made about including staff in the JFA. Handbook already incorporates staff in the JFA. However, an official name change would require an all faculty vote. Discussion ensued and suggestions for a different name were proposed. Dean Bielski will move forward with an all campus invitation for future JFAs.
- b. **Student workers assisting faculty:** Proposed by Shannon Bailey. The goal is for faculty to have a student worker (trained by Gretchen) audit their course and offer suggestions for issues (listed below) from the student's perspective.
 - i. Closed captioning
 - ii. Face to face classroom tech assistance
 - iii. Assisting students that are having trouble with their course (uploading files, finding files, etc.)
 - iv. Remote course faculty assistance (tech related)
 - v. Answering phone for Gretchen and assisting with items that they have been trained to assist with.

Discussion ensued. The student workers if used at all, will be voluntary for the faculty and they should not be asked to be teaching assistants.

- c. **Honoring judge Roger Lile:** The FC passed a resolution written by Nicole Willey to honor Judge Lile. See statement below:

The Faculty Council of Kent State University Tuscarawas wishes to honor Judge Roger Lile at his retirement after 41 continuous years of service to the Tuscarawas Branch District Board of Trustees. The faculty recognizes his tremendous impact that when he began his exemplary service to our campus and community, our campus consisted of one building; now, thanks in large part to his efforts and the efforts of the Board of Trustees, we have four buildings, including world class science and technology, business incubator, and performing arts spaces. We thank him for his service and hope to continue to honor him through our labors for this campus.

The faculty wish to honor Judge Lile with the text above (Keiller/Willey). The motion was passed (10 – yes and 0 – no)

VIII. Announcements:

- a. Nicole Willey put out a reminder to complete the Tuscarawas Mentoring Survey.
- b. RTP file discussion: 5 RTP cases.

IX. Adjournment: 12.57 pm

Meeting minutes approved by FC with a majority vote on September 14, 2020
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Respectfully submitted,

Sankalp Sharma
Tuscarawas Campus FC Secretary/Treasurer

Faculty Senate Report for the 07/13/20 Senate meeting

Senate Chair's remarks

The Senate Chair's remarks focused on two major challenges we are currently facing: COVID-19 the new one that affect all of us and racism, the old one that affect specifically faculty and students of colors and that requires also our full attention.

Interim Provost's remarks

The Interim Provost thanked the Faculty for their capability to swiftly adapt to the huge challenged caused by COVID-19 and that forced the Faculty to shift from face-to-face instruction delivery mode to remote teaching in a record time. The Provost recognized that Fall 2020 would constitute a challenge to everyone but insisted that the Faculty would be able to apply their academic freedom by choosing how they would go about Fall 2020. She said that communication with students would be key to avoid unnecessary additional stress. She insisted that Faculty must respect the schedule set by their respective academic units and that remote instruction was not online instruction. She stressed on the importance to provide a flexibility and understanding toward our student. She also mentioned that it was in the plan of the university to provide to each instructor some personal equipment. No share!

The Provost also said that students are required to wear a face cover at all time while in a classroom. Finally, the Provost informed the senate that all classroom would be equipped with technology for all students to have access to the material remotely.

COVID-19 update

Chris Woolverton, as member of the COVID-19 Committee gave an update on the overall COVID-19 from a molecular epidemiology perspective. He said that COVID-19 was a RNA virus with a proofreading activity which means that when the virus copies its genetic information, the machinery responsible for that task is able to correct mistakes which limits the frequency of mutations. This is particularly good news from the perspective of the development of a vaccine that is very likely to be stable.

Enrollment update

The VP for enrollment said that the enrollment is up and down and that there was 6.5% decline enrollment overall throughout the university at the time of the senate meeting. The enrollment was 4.9% down for the Kent campus while it was down 10% at regional campuses. She said that CCP students will probably close some gaps as enrollment occurs. She said that retention increased in spite of the COVID-19 situation.

For international students, while they are being admitted by KSU, the challenge to secure US visa remains a major hurdle.

VP for Financial update

The VP for financial affairs said that the university is planning for the worst and work for the best.

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

PS: Feel free to contact me for any additional questions anyone may have.