

MINUTES OF MEETING OF ACADEMIC CHAIRPERSONS

November 22, 2005

1. Tod Porter called the meeting to order at 9:00 a.m. in the Presidential Suite in Kilcawley Center.
2. Marilyn Ward announced that fall 2005 Workload Reports had been distributed to all faculty members and chairpersons. She announced that she had posted sample screens for exceptional registered students. A calendar for spring 2006 Workload Reports has been distributed. Marilyn stated that the non-teaching duties for all faculty members and chairpersons in the fall and spring semesters must be reported accurately.
3. Chairperson contribution to health insurance premiums was discussed. As of January 1, 2006, chairpersons must contribute 1½ % of their salary for family coverage, and ¾ % for single coverage, to a maximum of 10% of premium.
4. Dean Kasvinsky announced that an e-mail survey had been distributed to certain faculty members the previous week to develop an inventory of technical expertise for use in the community.
5. Provost Herbert announced that a Memorandum of Understanding is being drafted in his office to authorize proportionate summer pay for faculty members with less than the required minimum enrollment in their classes. He stated that strategic decisions concerning small class enrollments will need to be made by deans and chairpersons prior to the beginning of summer classes. The Provost also announced that the summer schedule had been posted to the university website database at <http://cfweb.cc.ysu.edu/schedule/intro.cfm>.
6. Recruitment and employment of international faculty members were discussed. Provost Herbert stated that a search committee had been appointed to recommend a Director of the Center for International Studies and Programs. The Provost is seeking to ensure fair treatment for all international faculty members, and he is working with the Office of University Counsel to accomplish this.
7. It was announced that the rate of first-cycle General Education compliance was 28 percent. The reasons for this low rate will be studied by an ad hoc committee on General Education. Possible reasons for this rate include advisement, scheduling, and not offering or taking enough intensive courses in critical thinking, writing, and oral communication.
8. Provost Herbert announced that he will appoint an ad hoc committee to create a framework for a campus-wide program review and planning process for dissemination by the middle of the spring semester. He asked for volunteers to serve on this committee. Once formed, the committee will meet with the department chairpersons for input. Strategic plans consistent with available resources will need to be developed at the department, college, and academic affairs levels. Reallocation of academic resources may take place.
9. Tod Porter announced that a survey will soon be distributed to identify desirable topics for the next chairpersons' retreat.
10. The meeting was adjourned at 10:45 a.m.