

Minutes of Meeting of Academic Chairs
Gallery, Kilcawley Center
March 6, 2007

1. Tod Porter, Chair of the Chairs' Development Committee, called the meeting to order at 10:00 A.M.
2. Holly Jacobs, General Counsel, announced that management of the procedure for hiring international faculty is moving from the Center for International Studies and Programs to the Office of Human Resources. Sue Reitman, who will be overseeing the process, will send out a memo explaining the new process for work authorization. The deadline for hiring recommendations for fall will be April 1, to avoid a \$1,000 "premium process" penalty to be paid by the hiring department.
3. Sharon Stringer, Director of Assessment, discussed YSU's participation in the National Survey of Student Engagement, noting that student engagement has been found to predict student retention and graduation. She distributed a copy of the survey instrument and an executive summary of the results. YSU students indicated two areas of strength at YSU: (1) providing academically challenging work, and (2) creating an academically supportive campus environment. Two areas for improvement were: (1) enhancing students' involvement in educationally enriching experiences, and (2) dissemination of results on teaching and learning to the campus community and closing the feedback loop to improve the institution. Action steps to be taken/considered by the Assessment Office include: (1) cataloging and inventorying all courses related to diversity, internships, and practicum experiences, (2) updating the current website on internships and field placements, (3) collaboration with ongoing departmental assessment processes, and (4) appointment of a part-time assessment coordinator for each college.
4. Tod Porter reminded chairs that Article 11.7 of the YSU-YSUOEA Agreement requires that chairs receive training prior to conducting classroom observations of faculty. He announced that this training will be provided at the next meeting of the Academic Chairs.
5. Nathan Ritchey, Associate Provost, announced details of the pilot test of the new performance evaluation process for chairs. Chairs in their third year of service will be evaluated this spring, and chairs in their fifth year of service will be evaluated in the fall of 2007. A faculty survey prepared by the IDEA Center at Kansas State University will be administered from March 19 to April 4 in the affected departments, and chairs will complete an administrators' survey. The results of both surveys will be provided to the affected deans for their consideration.
6. Robert Herbert, Provost and Vice President for Academic Affairs, announced his intention to appoint ad hoc committees to examine: (1) the percentage of freshman credit hours taught by part-time faculty, and (2) the success (A and B grades) of students who enroll in Reading and Study Skills courses once they enroll in their first academic

courses. He reported that the CLASS and STEM Dean searches are progressing well and that on-campus interviews for both will take place soon. He announced that an offer has been made for a Vice President for Finance and that an offer has been made and accepted for a Director of Equal Opportunity and Diversity.

7. Bege Bowers, Associate Provost, announced that a Campus Climate Survey will be distributed after spring break to all full-time faculty and staff members. The survey will provide information for the Higher Education Commission to use in its accreditation process and should be taken seriously.

8. Tod Porter announced a meeting of the Chairs' Development Committee at 9:00 on Thursday, March 8, in the Economics Department Conference Room, to receive comments on the new evaluation process for chairs.

9. The meeting adjourned at 11:10 a.m.