

Deans' Council Minutes

Wednesday, July 5, 2006

8:00-10:00 a.m.

Provost's Conference Room

Attending: Beisel, Bowers, Edwards, Ginnetti, Herbert, Hirtzel, Kasuganti, Khawaja, Licata, Ritchey, Ward, Yemma

Guests: Chad Miller and Sarah Vansuch (SGA)

1. Announcements

- Marilyn Ward reminded the deans that the workload sheets for second summer term are due Friday, July 7, 2006.
- Bege Bowers reminded the group that the Outstanding Freshman Scholars Tribute will be held August 27 at 2:00 p.m. in the Chestnut Room. Dress will be "business casual." Deans will line up in one of the upstairs rooms in Kilcawley Center and sit on stage. Please make plans to attend.

2. SGA Presentation (Chad Miller & Sarah Vansuch)

Chad Miller and Sarah Vansuch presented four items for discussion—standardized curriculum sheets, a proposed three-year book-adoption policy, review of prerequisites and publication of course rotation schedules, and the *USA Today/New York Times* readership program:

- Standardized curriculum sheets: Deans agreed to discuss curriculum guide sheets with department chairs and advisors to ensure compliance with the resolution brought to (and passed by) the Academic Senate in May 2006. The resolution is available at http://cc.yzu.edu/acad-senate/may06_saa_resolution.pdf.
- Course prerequisites and rotation: Miller and Vansuch recommended that departments review prerequisites for accuracy and that they list prerequisites and rotation of courses on department websites, as well as incorporating this information in the next publication of the *Bulletin*.
- SGA textbook-adoption proposal: Discussion focused on pros and cons of adopting the same texts for three years, rather than changing texts more frequently. Student Government leaders will continue to encourage faculty to use the same textbooks in a given course for as long as feasible, thus enabling students to save money by buying used texts. Dr. Herbert suggested that SGA not bring the issue to the Academic Senate as a requested policy, but instead—recognizing the academic freedom of instructors—urge it as a recommendation or exhortation. He suggested that the *Jambar* might be a vehicle through which to raise awareness.

- *USA Today* and *New York Times* readership program: The sense of the assemblage was that very few students are taking advantage of the present program, and further review is necessary before continued investment. Paul Kobulnicky has noted that newspaper readership programs are most successful when they are tied to the curriculum through particular courses. Deans asked that the newspapers be available in all academic buildings if the program is continued.

3. McFarland Visit Follow-up

- Deans were asked to reserve 8:00 a.m. – 11:00 a.m. on July 19 to continue discussion instituted during the McFarland visit.

4. Non-Instructional Summer Stipend – Draft

The Provost distributed a draft policy on Non-Instructional Summer Appointments. The deans are asked to review it at their leisure and send comments to Provost Herbert:

5. Supplementary Pay/Reassigned-Time Discussion

The Provost noted that individuals should not be compensated twice for the same work. Discussion centered on a concern about faculty/staff being paid twice for the same project by receiving supplemental pay through grants as well as receiving reassigned or released time to attend to the same work. Peter Kasvinsky will develop some preliminary guidelines designed to clarify concerns related to reassigned time and supplemental pay generated from external grants.

6. Supplementary Pay/Administrative Duties Discussion

Discussion focused on the role of the chair and chairs' administrative duties/expectations for summer term. It was suggested that a review of the *Chairs' Handbook* may be in order to clarify expectations for chairs.

7. Labor Climate Update

Provost Herbert informed the Deans that an atmosphere of positive cooperation continues to develop with the unions and he is encouraged by their willingness to work as a team.

8. New Business: None

9. Adjourn

*Respectfully submitted,
Joseph Edwards
Dean, College of Fine & Performing Arts*

Notes & Reminders:

President's Address & Reception – August 21 (Chestnut Room, 10:00 a.m.)

Provost's All-Faculty Meeting – August 21 (Chestnut Room, 1:00 – 2:00 p.m.)

Academic Affairs New-Faculty Orientation – August 23 (DeBartolo Stadium Club:
approximately 9:30 a.m. – 4:30 p.m.)

Human Resources New-Faculty Orientation – August 24

Chairs' Retreat – Punderson State Park (September 21–22, 2006)