

OSU Newark Faculty Assembly Minutes
Tuesday, April 7, 2009
Hopewell 64

In Attendance: Derek Alwes, Miroslav Asic, Jose Cabral, Jerry Curtis, Diana Erchick, Angela Harvey, Peter Hennen, Theresa Hessler, Robert Hughes, Julie Hupp, Kate Ivanova, Dan Leavell, Mary Lightbody, Bill MacDonald, Kenneth Madsen, Bruce Mainland, Howard Marcum, Renee Patrick, Andrew Roberts, Adrian Rodgers, Paul Sanders, Richard Shiels, Binaya Subedi, Dionisio Viscarri, Christine Warner, Elizabeth Weiser.

Meeting called to order at: 3:35 PM

Presiding: Dan Leavell

Secretary: Adrian Rodgers

Approval of Minutes, March, 2009: Jose Cabral moved to approve the minutes and Christine Warner seconded the motion. The minutes were approved.

Dean-Director Bill MacDonald

Prior to the meeting, the Dean-Director circulated by email this report:

Dean/Director's Report to the Faculty Assembly
April 7, 2009

1. OSU:pro
2. Searches
3. Policies web site
4. Internal audit
5. New travel system
6. Error report form (attachment)
7. Authorization to seek funds off campus (attachment)
8. Capital plans (attachment)
9. Strategic Plan (attachment)
10. OARC and IUC

The Dean Director then reported:

- Francesca Amigo will assist faculty in entering data in OSU:Pro and in responding to technical questions regarding data entry.
- One search remains underway and three new faculty have been hired.
- A link to an OSU policy www site that replaces previous policy regarding expenditures has been emailed to faculty. Some things have changed. The Dean welcomed questions regarding these policies.
- OSU-N 'passed' the internal audit. There were no 'red' lights. There were some 'yellow' lights and these issues will be addressed. These issues seemed to be 'little things' in the bigger scheme of fiscal administration. The Dean appreciates the faculty's efforts to document the business purpose behind expenditures.
- In late summer a new travel system will be implemented featuring on-line accessibility by all users.
- A new Error Report form and a new Authorization to Seek Off Campus Funds form are now in use.
- The Dean said he would happily answer questions regarding Capital Plans. Savings were realized through the renovation of Founders. The plan is to use these funds to build a maintenance building which is a part of the Master Plan, and the construction

of this building would free Adena Hall for additional renovation. Private benefactors are interested in the commitment of the university to development. It is anticipated that this expenditure will total \$1,000,000 from OSU-N and \$1,000,000 from COTC.

Chair Dan Leavell asked where the maintenance building will be. The Dean replied it will be in the South Meadow. Kenneth Madsen asked if remodeling was completed in Founders Hall. The Dean replied it was not, but that bids had been received and they were lower than expected, freeing the funds for expenditure. The Founders Hall renovations would start in the Spring.

The Dean continued his report:

- The Chancellor appears to say that all regional campuses should expand their degree programs, but the Chancellor's remarks also acknowledge the role of Regional Campuses in 'feeding' students to other, larger campuses. Vice Provost Mike Sherman has stated that he feels the Chancellor recognizes OSU campuses are 'joined at the hip'. This should help to make the argument for things such as Residence Halls.
- The Dean outlined OSU-N's current status as it relates to OARC and IUC.

Derek Alwes asked about a data point in the Strategic Plan. He felt that 35 % for non-traditional students seemed high.

The Dean asked if this was the goal.

Derek Alwes said he supposed that it was a target for growth but wondered if it was realistic.

The Dean said that OSU-N's demographics matched well with 4 year schools but that 35 % did seem high and that he would check on it.

Liz Weiser clarified that the Authorization to Seek Funds Off Campus is not used for funds from Columbus Campus.

The Dean clarified the form was for obtaining funds outside the University.

Liz Weiser clarified the role of the OSU-N staff and the Columbus staff in seeking funds through the Development Office.

Associate Dean Paul Sanders

Associate Dean Sanders circulated the following report by email prior to the meeting:

Announcements and Updates

Early Alert Program. An online Early Alert system **has been** created for use by faculty and staff to help the Advising Office identify and intervene with students who may be in need of services and information regarding success. Faculty are asked to utilize the system on a quarterly basis for students who are struggling with their courses. Students will then be contacted by an advisor as appropriate. To access the system, please click on the following link: <http://www.newark.osu.edu/osun/EarlyAlert/>. The site can be used every quarter, so feel free to bookmark it. If you have any questions or concerns, please contact Leslie Dowler, Academic Advisor and Retention Counselor (dowler.25@osu.edu).

SIS Implementation. We are gradually working through the transition from our legacy system to the new Student Information System (Peoplesoft). Beginning with Summer 2009 the transition will be complete. This will require some on-

line training so that faculty members will be able to access rosters and other information. I'm hoping to give you a short demo on the faculty pages at next month's Faculty Assembly meeting.

Teaching Roundtable. Please join us on Thursday, April 16 at 3:30 pm in Hopewell 64 for "Classroom Management 101: Working with Difficult Students," presented by Edie Norlin.

Buckeye Book Community. We are now in our final quarter of the Buckeye Book Community at Ohio State Newark with Ernest Gaines's novel, *A Lesson before Dying*. Please plan to join us for his talk at 7:30 pm on Thursday, May 14th in the Alford Performing Arts Hall. If you're interested in borrowing a copy of *A Lesson before Dying*, please contact the Associate Dean's office at x315.

We also need your nominations by April 20th for students to participate in an informal session with Ernest Gaines on May 14th at 1:00 pm (form attached). This is a rare opportunity for juniors, seniors and graduate students to discuss the writing process with an internationally-known author.

Mini-Conference on Great Teaching. The OSU Academy of Teaching is holding its 3rd Annual Mini-Conference on Great Teaching on April 24th, 2009, at the Younkin Success Center, 1640 Neil Avenue, Columbus Campus. The registration for the conference, the lunch and the conference material are all free of charge and the conference is open to all faculty, graduate students and staff who want to improve their instructional skills and learn more about the vital link between teaching excellence and scholarship. For more information, visit http://ftad.osu.edu/Academy_of_Teaching/.

Graduation Celebration will be on Tuesday, May 19th at 6:00 pm with a reception following. The deadline has passed to order caps & gowns, but if any full-time faculty member having her/his own cap, gown & hood would like to process, please e-mail me and I'll add you to the list.

Spring Faculty Dinner will be at the Granville Inn on Friday, May 29th with a cash bar available at 6:30 and dinner served at 7 pm. I will send you an e-mail invitation very soon.

Associate Dean Sanders then announced:

I'd like to highlight announcements emailed to you earlier:

- The early alert system is up and working. Please use it for struggling students.
- The SIS system is working. It has a helpful tutorial.
- There is a Teaching Roundtable on dealing with challenging students next week.
- The Buckeye Book Corner's author visit will soon take place. I encourage you to nominate students to meet with the author. We are looking predominantly for juniors, seniors, and graduate students since he wants to talk in detail about the writing process. A nomination form has been circulated.
- Graduation will take place soon. Please inform me if you have your regalia.
- An announcement re the Spring Faculty Dinner has been emailed to you.

Assistant Dean Katey Borland

No report

Executive Committee Report, Dan Leavell

Chair Dan Leavell thanked Christine Warner for her chairing the OSU-N Faculty Assembly in the Winter Quarter.

University Senators: Nath Rao & Liz Weiser

Prior to the meeting, Senator Rao circulated the following report to faculty by email:

The Faculty Council met on Thursday (3/19).

First, Larry Llewellyn presented the current draft of President Gee's Goals, Metrics, and Milestones document. It had also attached to it a short statement of Institutional Principles. There were some suggestions for rewordings and minor corrections to the latter. A more substantial concern that the listed principles were generic and did not distinguish Ohio State

from other top universities. Regarding the Goals document, there was a concern that the milestones may become a mere checklist. Llewellyn indicated that President Gee was aware of this danger.

Second, Vice Provost Randy Smith and Alex Collier gave a short presentation of the student outcomes assessment requirements. They also circulated a short array and a template that be used to prepare documentation for meeting these requirements for GEC courses.

The documents referred to above can be found at the Faculty Council website, at <http://faculty.council.osu.edu/meetings/31909.html>

Third item on the agenda was a proposal for switching to online only administration of SEIs starting in Fall 09. Based on the experiences at other universities, we can expect a drop in the response rate initially, but it will come back in about a year. The SEIs will be administered via the new SIS setup. There will be links on Carmen and SIS entry points at the appropriate time each quarter. OAA will send out a letter to those involved in P&T evaluations during the transition year that SEIs for that some period should be interpreted with caution due to the variation in the response rate. Some kind of incentive for students to complete the SEIs may be instituted. It was suggested that paper SEIs be kept available for small classes (10 – 12) or fewer students). This paper will be looked into.

Respectfully Submitted
Nath Rao

Liz Weiser indicated there was no additional report.

Faculty Senator, Arts and Sciences: Derek Alwes
Senator Alwes reported:

The Arts and Sciences Executive Dean Search Committee has begun bringing candidates to the Columbus campus for open forums. The first candidate was Valerie Hardcastle, Dean of Arts and Sciences at the University of Cincinnati; the second was Alan Artibise, Executive Dean of the College of Arts and Sciences at Arizona State University.

OSU-Newark Faculty Assembly Committee Reports
Academic Affairs: Mary Bendixen-Noe, Acting Chair
No Report

Cultural Arts and Events: Derek Alwes

Dan Leavell has volunteered to present his recent work at the next Lunch For The Brain, scheduled for April 28th. The title of his presentation is “Energizing Ohio’ Brownfields: Distributed Solar Power at work on a Local Scale.” It deals with plans to convert blighted lands in Newark and Mt. Vernon to solar electric generation plants.

Faculty Representative: Howard Marcum
No Report

Faculty Well-Being: Binaya Subedi

Binaya Subedi reported that most of the surveys on the campus are now web driven. It is believed the annual faculty survey might obtain a higher response through the use of the web.

Chair Leavell asked for input. There was no response.

Binaya Subedi introduced a motion:

MOTION: For this year we will put the faculty survey on the web.

Chair Dan Leavell called for discussion.

Christine Warner felt web collection would make the survey more accessible to all and she said she had found she received a good response to web surveys she had circulated in the past.

Dan Leavell felt it might decrease labor.

Jose Cabral felt there was no problem with confidentiality. Zoomerang, he said, was very reliable.

Jose Cabral called the question.

VOTE: Ays – 25 Nays – 0

The MOTION passed.

Information Technology Services Committee: Robert Hughes

Robert Hughes provided the following written report which he read to Assembly:

The ITS committee met March 25th with Howard Imhoff, the recently hired director of ITS. Director Imhoff presented his approved plans for the new Organizational Chart of the ITS Department. The ITS committee are optimistic that these plans represent a prudent, strong step towards restoring the efficacy of the ITS Department.

Among the approved changes for ITS will be (1) six additional Full-Time Employee (FTE) positions, 3 of which were previously funded but not filled. The hiring process will begin in early April, (2) a shift from student employees to FTEs to staff the primary help desk, and (3) a more efficient use of student employees generally.

In addition, the ITS learned that plans have been put into place for renovating 10 more classrooms as multimedia classrooms. These 10 renovations should be completed by Autumn Quarter. Also, plans have been put into place to refresh the multimedia classroom equipment on a staggered three-year schedule. Other major upcoming projects include implementing a web conferencing solution for the institution and enhancing remote access capabilities for faculty and staff.

Rob Hughes,
Chair, ITS Committee.

Library Committee: Terri Hessler.

After input from the Floor, Terri Hessler made this motion:

MOTION: The Library Collections Development Policy circulated last month be adopted.

There was no discussion.

VOTE: Ays = 25 Nays = 0

The MOTION passes.

Terri Hessler invited Susan Scott to share updates regarding the library.

Susan Scott reported continual work on the www page remains underway. Comments and suggestions are solicited. Forms are being developed to support faculty requests regarding book adoptions. Many group rooms remain booked almost all the time.

Ombudsperson: Miroslav Asic

Two additional cases are in process. It has quieted down at this point in the quarter.

Professional Standards: Mitch Lerner

Mitch Lerner emailed this report which Chair Leavell read to the Assembly.

- All Awards Subcommittees are currently working on this year's awards. Faculty are encouraged to submit nominations to the appropriate subcommittee chairs in any cases where the nomination deadline is not yet passed.

- A small change was made in the language governing the Scholarly Activity Grants. The language of category 2 grants, which are intended to help defray publication costs, was amended to note that "Such costs might include, but are not limited to, the fees associated with copyediting or indexing services, or photographic reproduction costs," This language does not reflect a change in policy but is intended merely to clarify that such expenses are eligible for funding, subject to approval by the subcommittee.

Student Matters: Robert Cook

No report.

Other Committee Reports

Campus Access Committee: Adrian Rodgers

Campus Access Committee Report

The Committee met March 13th, 2009 and discussed:

- Accessibility Parking.
- Upcoming meeting calendar
- Formation of a student sub-committee
- Attendance of a student at a regional conference
- Securing of plates over floor electrical outlets in Warner
- Funding in 2009-2010 for a Campus Accessibility survey
- Summer installation of automatic door openers

Diversity Committee: Christine Warner

Christine Warner called on the Dean:

- The Dean discussed the World Café experience which will follow-up on the Diversity Survey conducted in the Fall. The Dean complimented faculty on their efforts to support student and faculty diversity, and diversity efforts on campus. This work is consistent with the OSU-N strategic plan. The Dean said that as a sociologist, he knows some people feel edgy when some 'push' diversity, but that one can learn to foster diversity in many ways regardless of expertise. The Dean encourages faculty to attend the World Café experience. He has attended one and found it to be fantastic.

Christine Warner elaborated:

- The result of the Café was based on the feedback gathered in the survey.
- There are many positive things happening.
- There are some areas of neglect.
- The intent is to 'act' on the report and provide opportunity for dialog. The World Café is a method of dialog.
- Two years ago Diversity was touched on in this Assembly. The conversations were inspirational, so this is an opportunity to dialog.
- The executive summary of the Survey has been emailed to faculty.
- Faculty are invited to the World Café on 4/24th. Lunch is provided.

Derek Alwes clarified the meeting will take place at the back of the Café in the Warner Center.

Christine Warner confirmed this and said a facilitator will come from Columbus.

Angela Harvey confirmed that the Survey Results were emailed. She also asked how this tied with the 'Images of Diversity' workshops.

Christine Warner replied that it was another way of engaging faculty in addition to the World Café.

Angela Harvey confirmed the Café was an opportunity to discuss the survey. She also pointed out the date was the same date as some other major events on Columbus campus.

Jerry Curtis commended the committee on their work in embracing a broader definition of what diversity means. He suggested that faculty enlarge the vision regarding diversity to include Global Thinking, such as by bringing Overseas Faculty to study and teach at Newark, and to consider how this might contribute to diversity.

Jose Cabral noted that the format for the Café is quite open so individuals can bring to the table whatever they wanted to talk about.

Earthworks Center: Dick Shiels

Dick Shiels commended the Diversity Committee. April 24th is also the day Paul Chaat Smith, Senior Curator, National Museum of the American Indian will be on campus. Those interested in lunch with him, or on doing an Earthworks tour with him, can contact Dick Shiels.

The Ohio Historical Society (OHS) continues to experience budget cuts. The last of 7 staff in Licking County was terminated March 15th. This is an opportunity for the Center. The Center is engaged regarding partner talks with the OHS. Proposals for the Center to take over community programming, including school tours, are under consideration. The Center occupies a small house located at the Circle. School tours will help generate modest revenue. It is likely the partnership will be in place by Fall. This will support increased school participation (there were 900 students last year), development of Native American and Archaeological perspectives for tours, and increased staffing to support school tours.

Every Freshman American History class at OSU-N receives a tour. Faculty are welcome on the tour.

Dick Shiels circulated the following dates related to the Center:

Newark Earthworks Center

Mark your calendars for Spring:

Sunday, April 19th – 1-4 PM – Golf Free Day at the Earthworks.

Monday, April 20th – 8 AM – 4 PM - Golf Free Day. History classes will take tours.

Thursday, April 23rd – 4 PM – “Everything you know about Indians is wrong.” Paul Chaat Smith
Lecture, Wexner Theatre.

Friday, April 24th – 12:00 – 1:30 PM. Baker House Lunch, with Paul Chaat Smith, Senior Curator,
National Museum of the American Indian.

May 16, 17. – OSU Multicultural Center / Student PowWow, RPAC Tom Davis Gym, OSU Campus.
[Http://multicultural.center.osu.edu/events/2009/5/16](http://multicultural.center.osu.edu/events/2009/5/16)

Memorial Day Weekend – Native American Indian Center of Central Ohio PowWow, Franklin
County Fairgrounds, Hillard, OH. [Http://naico.org](http://naico.org)

Wednesday, May 27 – Baker House Lunch with Rob Cook.

Old Business

New Business

Announcements

Liz Weiser – Campus Campaign.

Faculty currently have a 30% participation rate and last year there was 50 %. Envelopes will be in faculty mailboxes next week. Liz Weiser rallied faculty to contribute.

Motion to adjourn: Dan Leavell moved to adjourn and Derek Alwes seconded the motion.

Meeting adjourned at: 4:30 PM