

OSU Newark Faculty Assembly Minutes
Unapproved
Tuesday, February 3, 2009
Hopewell 64

In Attendance: Derek Alwes, Miroslav Asic, Stephanie Brown, Amy Brunell, Jose Cabral, Jill Coleman, Virginia Cope, Harding Ganz, Karen Goodell, Angela Harvey, Terri Hessler, Robert Hughes, Julie Hupp, Kate Ivanova, Melissa Jungers, Dan Leavell, Kenneth Madsen, Bruce Mainland, Howard Marcum, Renee Patrick, Andrew Roberts, Adrian Rodgers, Richard Shiels, Matthew Stenzel, Binaya Subedi, Asuman Turkmen, Dionisio Viscarri, Christine Warner, Elizabeth Warner, Shauna Weyrauch

Meeting called to order at: 3:35 PM

Presiding: Christine Warner

Secretary: Adrian Rodgers

Approval of Minutes, December, 2008: Derek Alwes moved to approve the minutes and Matt Stenzel seconded the motion. The minutes were approved.

Approval of Minutes, Faculty Forum, January, 2009: Matt Stenzel moved to approve the minutes and Derek Alwes seconded the motion. The minutes were approved.

Dean-Director Bill MacDonald

Dean-Director MacDonald noted a memo was emailed to faculty in advance. The memo is in Appendix I.

Dean-Director MacDonald provided the following report, emailed to faculty in advance:

Faculty Assembly Report
February 3, 2009

TOPIC: Flexible Expenditure Constraints

CONTEXT: In light of the possibility that the university will need to adjust to a worsening of the state's economic situation, Provost Alutto has asked the deans of the colleges and the regional campuses to identify savings by doing the following:

- Holding positions open to generate a savings of 5% of aggregated salaries
- Cutting non-personnel expenditures (e.g., meals, non-faculty travel, etc.) by 10%

SUMMARY: The following table presents the targets OAA has established for the Newark campus.

Personnel vacancies	Meals	Travel
\$553,000	\$4,500	\$13,500

CONSIDERATIONS: Our vacancies in psychology, mathematics, EEOB, and history, as well as several part-time lecturer positions will yield the savings we need in personnel. Cancelling trips to the University's Winter College event and the annual conference of Regional and Branch Campus Administrators, cutting the bar from the Faculty Banquet, and savings from the travel and meal expenditures that we would have made for the senior psychology search, the history search, and the narrowed classical-studies search will

generate all of the meals savings we need and some of the travel savings. I still need to save about \$1,000 in non-faculty travel.

REQUEST: Discussion.

Faculty Assembly Report
February 3, 2009

TOPIC: Reduction plans for FY 2010

CONTEXT: Although the Governor's State of the State address was positive, the university is still preparing to adjust to cuts that the state could impose for FY 2010.

SUMMARY: Provost Alutto has asked the colleges to prepare two plans for reductions in resources. One plan must address a 5% reduction. The second plan must address a 10% reduction. I anticipate that Provost Alutto will ask the same of the regional campuses. At this point, the plans are purely strategic and are not to identify specific individuals or persons.

CONSIDERATIONS: We already have a plan to maintain financial stability in FY 2009 that goes beyond the flexible expenditure constraints. David Brillhart and I will further delineate that plan to prepare for FY 2010.

REQUEST: Discussion.

Dean-Director MacDonald commented if the Education search brings in only 1 instead of 3 candidates, issues related to the travel budget will be resolved.

Richard Shiels asked for comment from the Dean regarding state budget concerns.

Dean-Director MacDonald responded there is uncertainty regarding how the legislature will respond. Some legislators doubt the wisdom of using one-time money to get through challenges, however if state supports of state universities holds true, these changes are good from his perspective.

Jose Cabral asked if there may be cuts in renovations to Hopewell Hall.

Dean-Director MacDonald commented that he did not think there would be an effect.

Associate Dean Paul Sanders

Associate Dean Sanders provided a written report provided in Appendix II:

Associate Dean Sanders then:

- Announced an upcoming teaching roundtable featuring Teaching Award winners.
- Proposed the possibility of alternatively scheduled classes (such as Saturday classes or hybrid classes) and suggested faculty consider offering these options. He would be pleased to meet with faculty to discuss options.
- Reported that featured courses could be showcased on the OSU-N www site.
- Announced The Annex is now available as a classroom space.
- Thanked faculty for the use of the early alert procedures.
- Identified and discussed Retention Data 2003 – 2008 tables provided in his report.
- Introduced Andy Roberts to discuss the Student Research Forum.

Dr. Roberts encouraged faculty to have students direct abstracts to him. Dr. Roberts announced there were many times still available for students to present as a part of the Forum.

Assistant Dean Katey Borland

No report

Executive Committee Report, Christine Warner

Vice Chair Christine Warner introduced guests Shauna Weyrauch and Forrest Shirkey.

Shauna Weyrauch shared a power point presentation. She explained:

- Blue bins are now available for use.
- A Recycling Committee has been created and new members are sought.
- A baler has been purchased to support recycling efforts.
- Mascot 'Plastic Pat' has been devised, and a 'Green Report' is circulated by email.
- Students are involved in the Go Green Wednesdays, and T shirts are available.
- At the last meeting, problems regarding the initial streams of recycling were discussed (eg: Plastic is mixed with paper).
- Informational sessions, such as this one, are being offered.
- The prices earned for recyclables has dropped.
- Increased informational signage will be established.
- Recycling receptacles are depicted on campus maps.
- Tips are offered to support reducing and recycling efforts.
- JPG images are available for use by faculty, by contacting Weyrauch.2@osu.edu.

Forrest Shirkey added:

It was hoped that the baler would provide income, but that market is in decline. Nevertheless, the baler has reduced costs of waste disposal.

- The Green Report is very popular and well-received. The progress is incredible.
- Faculty and staff are encouraged to reduce, recycle and reuse. The Table of Contents features plates to reduce waste.
- With time, conversion to the use of bio-based materials (such as corn-based packaging) for food packaging is underway. Notably, this kind of packaging is not recyclable since it is biodegradable.
- A grant from ODNR is sought to support composting of biodegradables. This unit will produce usable mulch in 12 hours, thereby reducing the cost of mulch for Landscape Services.

Amy Brunell asked if there was a reduction in cost if she supplies her own coffee mug. Forrest Shirkey reported that a coffee mug purchase was under consideration. Further enhancements contributing to 100 % compostable packaging is under way.

Vice Chair Christine Warner requested that faculty provide the names of committee chairs as a part of the committee reports.

University Senator: Nath Rao & Liz Weiser

Liz Weiser directed faculty to the report circulated by Senator Rao which was circulated by email:

Subject: Senator's Report

The University Senate did not meet in December 08 or January 09.

The Faculty Council met twice, on December 12 and on January 15.

At the December meeting, Dr. Barbara Gellman-Danley, Vice Chancellor for Academic Affairs and System Integration (OBR) presented a list (attached) of what she has identified as critical academic issues and expanded on some of them. President Gee presented a draft of his Five Year Goals, Metrics and Milestones document. As he had to leave for another meeting, Larry Llewellyn and another person whose name I forgot to note down fielded questions and comments. It was pointed out that version 6b (as it was then) had little to say about the regional campuses. I am unable to find any latter drafts, so I am not sure that has changed. Finally, Dick Guenther, chair of the Faculty Council, presented a proposal for Faculty Ombudsman. This was assigned to Rules Committee for further action.

The January meeting dealt with three major items. First, Tim Gerber, Chair of the ad hoc Semester Committee made a few general remarks on what the committee's plans. Then the Search Committee for the Executive Dean of ASC presented the position description as sent out and the search procedure and invited comments. [These were generally the same as what I heard at the town meeting in December.] Then Heather Allen, the Chair of Steering Committee asked for opinions on a training video for handling shootings on campus. This provoked strong responses. The recommendation was to investigate making an OSU specific video that will deal with all emergencies. One new business was brought up, that of making sure that ad hoc committees make a final report and that these reports are readily accessible.

The meeting that was scheduled for January 30th has been rescheduled for February 5th. This and the meeting of February 26th are likely to be dominated by the semester conversion discussion.

Respectfully Submitted
Nath Rao

Faculty Senator, Arts and Sciences: Derek Alwes
Senator Alwes read this report:

The Arts and Sciences Senate met January 6th to discuss the ongoing search for the Executive Dean of Arts and Sciences. The members of the Search Committee were there to answer questions. Most of the comments had to do with criteria for the position, most agreeing that the Dean should have similar qualifications to a President of a Liberal Arts College: someone who understood the value of a liberal arts education and recognized that different disciplines had different economic demands and could allocate funds among disciplines in a fair and informed manner.

There was also discussion of the new dean's support for the various centers in the university, one person commenting that it was "one thing to advocate for interdisciplinarity and another to promote it by specific strategies.

The search committee has been meeting with other groups in the university and said the comments generated at this meeting were familiar. The chair of the search committee said they would also be consulting directly with the deans on the regional campuses.

OSU-Newark Faculty Assembly Committee Reports

Academic Affairs: Mary Bendixen-Noe
No Report

Cultural Arts and Events: Derek Alwes

The next Lunch for the Brain is Tues, March 3rd with speaker Robert Cook.

Faculty Representative: Howard Marcum

There have been concerns raised about parking and space availability, especially in mid morning and mid afternoon. There have been also questions regarding enforcement. After the first 2 weeks of the quarter, Security ceases the use of warning slips and issues tickets. In front of Founders there has been a decrease of 40 spaces. Security periodically issues tickets and surveys the number of empty spaces.

Faculty Well-Being: Binaya Subedi

The committee discussed the annual survey and intends to use an online format. Enticements to complete the survey are being considered.

The committee is collaborating with administrators regarding policies related to office space for new faculty. The committee also discussed the needs of new faculty.

Information Technology Services Committee:

No report

Library Committee: Terri Hessler.

A finished draft of a policy has been developed and will be placed on the K drive. The procedures regarding adoption of the policy were discussed.

Susan Scott announced:

- A new staff member has been hired.
- There will be an enhanced focus on PR, and on an enhanced www page.
- Faculty input regarding revisions to the www site.
- There is excitement regarding the development of special collections.
- The classroom space, when not in use, is available for small groups and for students to practice presentations.
- Faculty input regarding acquisitions was encouraged.
- Screens displaying information on faculty and student accomplishments can be used.

Ombudsperson: Miroslav Asic

There are 1 or 2 new cases.

Professional Standards: Mitch Lerner

Chair Mitch Lerner emailed the chairs of sub-committees:

- Student Research Grants – Alcira Duenas
- Scholarly Activity Grants – John Hunter

Procedures and applications processes remain unchanged.

Student Matters: Robert Cook

Adrian Rodgers reported a meeting is scheduled for later in the month to review student applications for support.

Chair: At this point, Christine Warner relinquished the Chair to Dan Leavell.

Other Committee Reports

Campus Access Committee: Adrian Rodgers

Campus Access Committee Report

The Committee met January 9th, 2009 and discussed a procedure for setting a term of office for student members of the committee.

The need for faculty members to observe confidentiality regarding the status of accommodations made for students with identified needs was discussed.

Potential professional development opportunities for faculty in universal design were discussed.

Diversity Committee: Christine Warner, Chair; Jose Cabral reporting

- The climate survey report will soon be released.
- The committee will soon be considering its budget and upcoming activities. Faculty input is sought.

Earthworks Center: Dick Shiels

Dick Shiels circulated this report:

Newark Earthworks Center Update

February 3, 2009

There is news related to four of our goals:

1. Goal: Support research. NEC is building an archival collection in the Warner Center Library. In the autumn quarter, 2008, Dr. Bradley Lepper, Curator of Archaeology at the Ohio Historical Society, contributed copies of his files. In January, 2009, Dr. William Dancy, Professor Emeritus of Anthropology, contributed 10 boxes of papers from and 100 video tapes (most of them on DVDs) of interviews with archaeologists and others.
2. Goal: Enrich undergraduate education. NEC is creating a civic engagement project. A one credit hour course will be offered winter, spring, summer, and autumn quarter. A small house on the grounds of the Great Circle Earthworks is being used for the project. The Ohio Historical Society, the Native American Indian Center of Central Ohio, the Licking County Convention and Visitors Bureau and the Newark Public Schools are partners in the project which is supported by a \$5,000 Civic Engagement Grant.
3. Goal: Support public education. NEC has just submitted an 'Interpreting America's Historic Places' planning grant to the National Endowment for the Humanities to support programs such as Newark Earthworks Day and materials such as a guide book, a children's book, orientation videos and a training manual for tour guides. OHS, the Hopewell Culture National Historical Park and the University of Cincinnati are partners in the project.
4. Goal: increase public access to the Newark Earthworks. NEC is working to support the World Heritage nomination. This month OHS Director Bill Laidlaw presented NEC with a plan to lobby the US Department of the Interior to expedite the nomination in order to win World Heritage status sooner.

Dick Shiels commented:

One long-term goal is to create a campus where people visit who are interested in the Earthworks. Collections by individuals have been copied for use by the Earthworks Center. This includes over 100 videotapes featuring archaeologists. Other donations of material are currently being negotiated. The Oral History Project headed by Katey Borland and Lucy Murphy has collected a large number of oral interviews.

Old Business

Semester Conversion Faculty Forums

Liz Weiser summarized the activity of the Faculty Forums.

Motion: The letter depicted in Appendix 4 of the Faculty Forum minutes be approved.

Moved: Liz Weiser

Second: Jose Cabral

For: 23

Against: 2

Abstain: 3

The motion passes.

Dan Leavell commented the letter has been carefully prepared and is in circulation.

Angela Harvey said she thought the letter was supposed to be voted on before being circulated.

Liz Weiser commented the document was shared because it was the will of the Forum that a draft of the document be shared.

Virginia Cope summarized that there is a Regional Campus Faculty Committee (RCFC) which currently meets. This draft was shared with this committee. The process by which other campuses might sign on to the same letter is still ongoing. The RCFC will meet before the next OSU-N Faculty Assembly.

Liz Weiser added that the RCFC hopes to have a 'unity document.' The goal is to have this document drafted so that it can be provided to the ad hoc committee on semester conversion.

Dan Leavell contributed that the RCFC approached OSU-N by email in late 2008. Virginia Cope has volunteered to serve as an additional member of the RCFC committee.

Liz Weiser commented that additional instructions regarding the development of a unified document will be forthcoming.

Dean / Director Bill MacDonald said he supports much of what is in the document. He commented that it is unknown what the credit hours of courses will be. He added that contact hours is not known. For example, he has heard reports that semesters may be 14 weeks rather than 15 weeks.

Dean / Director MacDonald commented that the last point in the document alluded to financial support, but that it is rare that financial support from Columbus campus is ever received.

Derek Alwes commented that semester conversion seems mandated by the state, and therefore support from the state might be considered.

Dean / Director MacDonald acknowledged this is a good point.

Matt Stenzel asked for more information regarding credit and contact hours.

Dean / Director MacDonald said this is not known.

Derek Alwes reported he had sought the calculations that support the conclusions of the Chism Report and he could not locate them.

Liz Weiser said this had been raised at other meetings. It is believed that these computations had been based on comparisons to other universities around the country. She acknowledged no other computations have yet been identified.

Associate Dean Paul Sanders said he felt that the Chism standard may result in added inequity for OSU-N faculty. This is the case since most courses are 3 hours, but some are 5 hours.

Jose Cabral commented that it remains unknown as to how courses will be converted but that the university will have some hard and fast rule.

Dan Leavell commented it seemed a response was needed before rules were developed. He asked when the next RCFC meeting will be held.

Liz Weiser announced the tentative date is 2/9/09 pending the completion of other work, and that the Columbus campus meeting where the work of the RCFC will be acted on is scheduled for 2/26/09.

New Business

Announcements

Liz Weiser announced *Taproot* is soliciting student contributions.

Liz Weiser announced the Campus Campaign is underway.

Melissa Jungers announced her upcoming presentation as a part of the Faculty Lecture Series.

Motion to adjourn: Dan Leavell moved to adjourn and Christine Warner seconded the motion.

Meeting adjourned at: 4:40 PM

Appendix I – A Memo emailed to faculty by Dean Director MacDonald



Memorandum

Date: January 30, 2009

To: Regular and auxiliary faculty members

From: William L. MacDonald

A handwritten signature in cursive script that reads "William L. MacDonald".

Re: Response to the 2007-2008 Faculty Feedback Survey

The discursive comments and distributions of scores for individual items on the 2007-2008 Faculty Feedback Survey suggested that Information Technology Services (ITS) and the Bookstore were areas of concern for many faculty members. In light of those concerns, I have taken steps to address the performance of these two areas.

Bookstore

Faculty complaints attracted the attention of Barnes and Noble representatives at corporate offices. When those representatives contacted John Berry, he suggested that although the bookstore attempted to handle specific problems in a timely manner, it seemed to fail to address the systemic issues causing the problems. Representatives from Barnes and Noble plan to meet with both Ohio State Newark faculty and COTC faculty members to discuss ways of improving the bookstore's services. John is currently working with Faculty Assembly Chair Dan Leavell to arrange the meeting.

Computer Support

Slow response times, inadequate solutions to computer problems, gaps in communication, and poor help with equipment issues in classrooms and meeting rooms continued since the last survey. The assessment that Katey Borland and Matt Stenzel conducted provided helpful insights, and the change in leadership in ITS has provided an opportunity to refocus the area's emphasis on basic support. Howard Imhof is conducting his own assessment, has reported concerns that match those that the 2006-2007 Faculty Feedback Survey identified, and will deliver recommendations to me this quarter for a course of action.

Appendix II – Associate Dean’s Report

1. **Join us for a Teaching Roundtable/Panel Discussion with Ohio State Newark 2008 Teaching Award Recipients: Mike Mangus, Stephanie Brown, Derek Alwes, and Jose Cabral – February 19, 2009 at 3:30 in Hopewell 64.**

Are there particular topics you would like to speak about? If so, email sanders.102@osu.edu by February 12.

2. **Alternatively Schedule Classes – We’re open to the possibility of a few more Saturday classes, and possibly some classes that meet one night per week for a longer block, provided doing so is pedagogically sound and humane.**

Of course, we would also consider hybrid courses which have some time in the classroom and some on-line components as well as courses that are completely on-line.

Possible advantage to the student, particularly the non-traditional student, would be a schedule that fits works and family needs more conveniently. Likewise, some faculty might benefit from the greater flexibility this would provide.

3. **Plan to add ‘featured courses’ link on Academics webpage to highlight special courses each quarter. You simply need to create a flier/poster in word, pdf, or other usable format and send it directly to me.**
4. **The classroom in our Annex is now available for scheduling Spring Quarter. If you are interested in a slightly off-campus site for a class with a maximum enrollment of 25, this might be an interesting change of location – conveniently near HWY 16. Currently, it isn’t a smart classroom, but we plan to add technology sometime next year.**
5. **Retention Data for 2003 – 2008. Thanks for your early responses to early Alert Program !**