

# COLLEGE MEETING MINUTES

Friday, February 1, 2008

---

Approval of December 7<sup>th</sup> College meeting minutes.

## Announcements

- Adil Wadia: FDC – Service Learning presentation at 1pm in B121
- Tim Vierheller (Assessment TF): College Learning Outcomes: Students will apply analytic and/or critical thinking skills to solve problems, students will apply effective communication skills, students will demonstrate information literacy, and students will demonstrate the appropriate use of technology.
- Maureen Lerch: February 7<sup>th</sup> at 1pm there will be a professional development teleconference - if you are interested please see Maureen.
- Jack Kristofco: Welcome, Susan Lewis.
- Jackie Ashbaugh: Stress in the Workplace presentation on February 6<sup>th</sup> from 12pm to 1pm
- Russ Wilson: Representatives from the College of Education will be at Wayne College on Feb. 13 from 9am to 4pm in the group study rooms of our library to meet with students and faculty. The following day, Feb. 14<sup>th</sup>, representatives from the College of Nursing will also be here from 3pm to 4pm outside our library entrance, before speaking to our Introduction to Nursing class at 4pm. Anyone interested is encouraged stop by, although 4pm to 5:15pm is restricted to students currently enrolled in that class.
- Cindy Summers: The slogan campaign for the new building ended yesterday (January 31<sup>st</sup>) and we received well over 100 submissions. The dean and Cindy will pick the final winners and they will be the ones used in the ads for the campaign. March 12<sup>th</sup> Chip Bok, editorial cartoonist and author, will speak at the Community Forum in the auditorium at 7:30pm.
- Chrystal Hummel-Mizer: On March 17<sup>th</sup>, Chip Bok, editorial cartoonist and author, will speak in Millersburg on the same topics.

## Akron Campus Committees

- CPAC

The University CPAC met Wednesday January 30<sup>th</sup> in the Student Union.

CP's will be receiving an email shortly asking you to review the University Council/Academic Plan documents and provide your candid responses to them. You will need to respond to CPAC quickly as the committee needs to generate a response representing our collective thoughts to the Provost by the end of March. The email will come to you from Sue McKibben- CPAC chair.

Email coming out shortly from the Benefits department regarding a solution to the problem with VSP Select Plan. Also, expect an email regarding the Anthem cards that were sent to everyone. What were they for? Dental? Medical?

Topic of the rules for additional compensation for teaching came up. The eligibility for teaching by contract professionals and staff who hold full-time positions on campus in off hours was discussed as well as the HR rule regarding this topic. The committee is going to look further into this rule in the next committee meeting.

In the next committee meeting, the new HR VP will be invited to attend.

The second CPAC newsletter is also expected to be emailed to you in a month.

Next Meeting is set for March 27<sup>th</sup>. Please see me if you have any issues for the committee.

- Faculty Advisory to President  
No Report
- Faculty Advisory to Provost  
No Report

# COLLEGE MEETING MINUTES

Friday, February 1, 2008

---

- Faculty Senate  
No Report
- GEAC  
No Report
- SIDE NOTE (JACK): Benefits Committee is now the Wellness Committee. Joe Wilson or the dean will attend the meetings. They will begin talking about a smoking policy for the U of A. The dean would like to wait for proposals from the committee to be able to throw them back to the College for discussion. They are considering a policy that would not allow you to smoke on the property, which is referred to as the Cleveland Clinic Policy.

## Wayne College Committees

- College Well Being  
No Report
- Continuous Improvement  
Call to Order at 3:12 PM. Agenda and prior minutes approved. Corrected future meeting times listed. Revised copies have been emailed.  
  
Attendance: Andes, Clark, Pugh, Whitsel. Absent with notice: Cooper, Graham.  
  
Distributed *So You Want to Plan an Event* Draft. The proposed manual should be more of a brochure that accompanies the form. The form is less of a problem than how it is used.  
  
Definition of Terms: Although there is general agreement concerning who the *major users* are, there is no clear definition of a *major event*.  
  
Calendar of Events: There has yet to be consensus concerning the proposed event calendar. Is that to be distinct from Rick Yoder's schedule? Should *major users* submit regular calendars of proposed events not yet approved?  
  
Invitation to Frequent Users: Invitation is extended to Jackie Ashbaugh, Tracy Carmony, John Lorson, Carol Pleuss, and Cindy Summers at the next meeting on Monday, February 25, 2008, at 3:00 PM, in F-103. The draft and all above issues will be further discussed.
- Institutional Effectiveness  
The Committee met twice since our last College meeting. On December 12 we discussed the self-study model. After discussing several readings and the documents from our previous self-study, the committee decided that maintaining the basic model we used for the 2001 self-study, which was based on the Baldrige model, would be appropriate and effective. The committee agreed to work in small groups to better articulate the model and will discuss those during our next meeting on January 28. The dean also informed the committee that a meeting with Dr. Taylor, our HLC liaison, has been scheduled during the April HLC Annual meeting in Chicago. Our initial self-study plan will be presented to Dr. Taylor during that meeting to secure approval before we move too far forward.  
  
On January 25 the Committee continued discussion about the self-study model. It was determined that the process will involve the study of critical systems through a process model. The self-study will engage the entire college community, much as it did in our previous re-accreditation process. The Committee is reviewing the critical systems to ensure they are relevant and inclusive and will also discuss the communication/self-study framework that will allow various constituencies to participate in the study. The next Institutional Effectiveness Committee meeting is scheduled for Monday, February 18.
- Contract Professional  
No Report

# COLLEGE MEETING MINUTES

Friday, February 1, 2008

---

- Staff  
The group met on January 23. Policies regarding sick leave and vacation leave were discussed. There is a University committee discussing possible changes in these leaves that would benefit staff. The issue of the title of “staff emeritus” was discussed and explored. The group is exploring avenues for recommending University rule changes that would provide for an honor for exceptional staff members at their retirement. The University rule currently prohibits the inclusion of staff for emeritus status. A website is also in development that would provide updates on actions of University Council. Staff fee remission inequities were also discussed and the group is exploring avenues for taking recommendations for rule change forward. A new meeting time is being investigated with the hope of attracting more Wayne College staff members to staff meetings.
- Faculty  
No Report
- Student Senate  
No Report
- College Council  
The development of an event calendar was brought up again. Issues of staff sick leave and sick time have college wide implications – will be taking up some of those to discuss. The area strategic plans for offices are moving forward and we hope to have them all done ASAP. We met on January 25<sup>th</sup> and will meet again on February 11<sup>th</sup> at 10am in F103. The College is welcome to attend.

## Updates

- Report on Student Communications Follow-Up  
Will have ad all college email sent that summarizes the issues with student communications that were discussed at the December college meeting. A college wide workgroup has been assembled to decide how to respond to emergency situations. Everyone will know how to respond quickly. In addition they will be involved with looking at specific issues that came up in the discussion – more detail/policy on how to handle a crisis. The first meeting is February 7<sup>th</sup>. The individuals in the group are Emily Rock, Lorrie Graham, Tami Lowe, Paul Weinstein, Pat Collins, Scott Kerr, Jack Kristofco, and an adjunct faculty member. We have had one meeting with Mark Beers, Coordinator Emergency Management at Akron. It was a very productive discussion and he shared materials already established in Akron. We will call upon him again to provide input for decision making.

**STUDENT CONCERNS HANDOUT:** Leaders Group discussed this on Wednesday, how do we respond to questions that are raised to us – take a look at the memo – if you have questions/amendments let the dean know (refer to handout).

- Faculty might hear a concern in the classroom – there is a timing thing when responsible for the class in terms of the student might have a concern in that class and is then going to their next class and then the issue is not resolved right away – not as clear cut in this instance. (Maybe ask them to see you after class or email it to the faculty member – tell me what the issue/concern is and gage the concern.)
- Didn't we have a procedure when a student is complaining of a faculty member to a staff member? (Get the student to the correct office/individual to handle the concern/issue)
- Someone complaining might be hesitant for follow-up because he/she is just venting – should we follow up even though the student does not want follow up or let it be? (At least share the information apart from the source but share the concern – If it is a sexual harassment issue, you are legally bound to follow up)
- If I don't know who the appropriate person is, is there a default place? (Gordon is normally the default person to take a student to)

# COLLEGE MEETING MINUTES

Friday, February 1, 2008

---

- Talk to the faculty member first to voice concerns rather than going directly to the dean or coordinator then follow the chain of command.
- If there is a concern in an office can we say the same thing across the board? (Yes it is a good idea to send to the source – would not expect a student who had a bad experience in an office to go back to that source – go to the office not necessarily the individual.)
- There is a danger in walking to the office right away – might be unprepared or busy and not a full background – we are then giving an expectation and source might not be able to deal with it right away. (It is up to all of us to make the call depending on the background of the issue/situation. The key is to pick up the message and make the determination on what to do with it once we have the information.)
- Where is the contact place for a PSEOP student? When are the parents brought in? (Expression of concern is initially the same. Unfortunately can't bring the parents in, must deal with the counselors at the high schools.)
- There is a danger in creating a false expectation in creating immediate satisfaction. If it does not happen, then it creates an additional issue.

## Presentation/Discussion on:

- Service Standards (Breakout Sessions – Groups of 4)  
Expectations/Guidelines on how we treat each other/community/students with expectations – will receive a summary of what was received back in the fall through an all college email. Review handout and review. Provide as much input back to Jack in regards to the follow-up sheet. He will then bring that back to the College and come to a notion of where we are at with it.

## Dean's Update

- Provost Walkabout is next week (February 6<sup>th</sup>) but it will be held at the WCSCC. She identified engagement as her theme and will have lunch with some students who are involved/connected to the WC faculty. We will then meet with the administration at the center on how we are connected with the center.
- Announcement about the Deans Scholarship – we are moving forward and materials will be going to the schools within the next 10 days. \$3,000 is available to one senior at each school. It is meant to attract high achieving students who might qualify as honor students. They will hopefully be on campus next fall.
- Evaluation Process has begun and you will be asked to complete your form and meet with your supervisor – March 28<sup>th</sup> is the deadline.
- Environmental Scanning Group will take a look at enrollment data, strategize, and talk about data over a period of time to see where we need to focus on with our initiatives.
- MCUC – Number of enrolled students taking courses at the MCUC are 119 all together. 91 undergrads taking 550 hours – of that 320 are WC hours – more than 60% of MCUC undergraduates are WC.
- Enrollments as of Wednesday (January 30<sup>th</sup>), the high water mark is almost 16,000 credit hours. We are now at the second highest in credit hours and headcount. Both are very close. Additional students (dual enrollment) are in the count (about 100). We will find out the revenue for the dual enrollment program at the end of the spring semester from Columbus. The high school will get some of dollars and we will get some of the dollars. There is a finite pool of dollars in Columbus for DE. The trend of credit hours is up over the last 11 years. More senior students than 10 years ago – 43% full-time students 10 years ago and it has gone up 10% over the 10 year period – average credit hours per student has actually gone down, which concludes we have fewer part time students who are taking fewer courses than before. Our challenge is to attract more adult part time students. Percentage of male/female has been the same. Percentage of minorities participating has gone up.
- Customer Service in Higher Education Handout
- We are currently discussing with the College of Nursing to bring back the RSNBN to WC.
- We are also having conversation with Stark State about their medical curricula.

# COLLEGE MEETING MINUTES

Friday, February 1, 2008

---

## Old Business, New Business, Good of the Order

### Attendance

Ackerman	Maroli (Excused)
Andes	Minc
Ashbaugh	Nagy
Bays	Obiekwe
Boettger (Excused)	Pleuss
Brinker	Popovich
Carmony	Roberts
Carroll	Schoffman
Cooper	Shallenberger
Deeds	Smith
Engle	Summers
Fisher	Teague
Freelon	Turner
Hammond	Turning
Holly	Uitto (Excused)
Holz (Excused)	Vierheller
Horn (Excused)	Vogley
Hummel-Mizer	Wadia
Kristofco	Walkerly
Lerch	Webb
Lewis	Weinstein
Lloyd	Whitsel
Lorson	Wilson, J. (Excused)
Lowe	Wilson, R.
Malavite	Woods