

COLLEGE MEETING MINUTES

Friday, September 4, 2009, 10:00am, Auditorium

Approval of Agenda

Approval of May 1st College Meeting minutes

Announcements

- Cindy Summers: Sept 13th is the open house for the SLB from 1-3pm for community to check out the building and the renovations of the old building. There will be classical guitar played and refreshments will be provided. The Shakespeare Festival will be held October 2nd and 3rd. It will be held in the JM Smucker all purpose room in the SLB. There are already more than 250 reservations for the high school performance Friday morning. We have added dinner and a show for \$25. Tickets can be purchased in the Business Office and there are only 100 available. There is also a jazz concert coming up on September 19th with Jack Schantz.
- Kevin Engle: If you would like to give to any scholarship or program donations and need a payroll deduction form please see Kevin Engle.
- Jackie Ashbaugh: Wayne Fest Student Appreciation days are next Wednesday and Thursday. T-shirts will be given and lots of activities will be going on to let the students know how much we appreciate them.
- Tim Vierheller: On Tuesday, Smithville Cross Country will be on our campus about 330pm to 630pm. They will be looping the campus. If anyone would like to help please let Tim Vierheller know.
- Jack Kristofco: Introduced three of the four new faculty. Dr. Karen Larwin, Dr. Dimitria Gatzia, and Dr. John Roncone.

Reports

Akron Campus Committees

- *Faculty Advisory to President (L. Brinker)*: No Report
- *Faculty Advisory to Provost (J. Holz)*: No Report
- *Staff Employee Advisory Committee (L. Webb)*: The committee met over the summer and continued to work on rewriting the SEAC bylaws and the Employee Appreciation Day that took place on August 16th. We met with the President yesterday and discussed a number of different things including the economy and how it is affecting the University, emeritus status for staff, fee remission, and equity between staff, contract professionals, and faculty. Any questions or concerns that were submitted to be addressed in that meeting will receive a response in the near future. He also indicated that there is no intention for layoffs. They plan to adjust the budget accordingly to avoid having to do so. He will also be visiting each unit on campus to receive feedback on the strategic plan initiative. Following our meeting with the President, we had our regularly scheduled monthly meeting. The main focus was elections for the executive committee and all sub-committees. Mike Kimble will serve as the chair and yours truly will be serving as the treasurer. Our next meeting is scheduled for Thursday, October 15th.
- *Contract Professional Advisory Committee (C. Pleuss)*: No Report
- *GEAC (E. Rock)*: No Report
- *Faculty Senate (R. Maringer)*: Faculty Senate met on Thursday, September 3rd. Curriculum Approval/Change Process: 30 minute presentation by Johnathan Bohlmann of Front Line Logic, Inc. Consultants - Mr. Bohlmann discussed the ongoing work to review and improve the system currently used for curriculum issues. He began by describing the "as is" system of 25 steps. His summary is that it is a good system but, could be improved with automation. Participants should expect an early October final processes and systems recommendation. It should include 1 - better input forms, 2 - quality assurance pushed upstream, 3 - post approval activities started earlier, and 4 - more automation. It is expected that there will be a pilot of the system in the spring of 2010 with total implementation by summer. Strategic Plan: President Proenza indicated that the strategic planning process is continuing on pace. Constituents should expect a draft circulated over the next two months. H1N1 Issues: Provost Baker indicated that due to issues with the swine flu virus at Ohio universities in southern Ohio, expect guidance for our institution to be issued soon.

Wayne College Committees

- *Institutional Effectiveness (T. Vierheller)*: Report deferred to presentation below.
- *College Well Being (J. Lorson)*: No Report
- *Continuous Improvement (N. Whitsel)*: We met on Sept. 2 to review our charge, set our meeting schedule for this semester and review our agenda for the next committee meeting. We will be sending our last year's recommendation of the updated "request for use of facilities" form to the Dean with the appropriate transmittal form (as soon as we get it from College Council). We are also reviewing a document to be used college-wide to document process improvements. Next meeting is October 14 in SLB203L at 1:30pm.
- *Contract Professional (R. Wilson)*: No Report
- *Staff (T. Mountel)*: We have a model of the proposal for the staff mentoring. Will meet as a group to discuss any changes, suggestions, etc.
- *Faculty (D. Deckler)*: No Report

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- *Student Senate (H. Mann):* Not met yet but will try to get students to join during the Stud App day
- *College Council (J. Kristofco):* Met on July 15th at which time we discussed TF recommendations from last year and how to distribute those to the CC and LG – will continue to use as a focal point for this year. We also talked about SP and how that will become a sig communication for the College. The SP was also discussed with the LG. We met again on the 31st. The model is before and after the CM to prepare and debrief from the CM. One thing discussed was the form to be used for the transmittal form for recommendations submitted to the CC for final approval to those closest to the proposal. Anyone from the College is invited to attend all CC meetings to participate and observe.

Unfinished Business

Action Items

New Business

Other (Presentations/Open Forum/Etc.)

- **HLC Self-Study 2011 - Institutional Effectiveness:** (*Presenter: Tim Vierheller*) The editors for the self-study will be Trish Berg and Cindy Summers. We now have a home located in C115. All of our materials will be housed there. Visitation dates for the self-study are April 18-20, 2011. All of our materials are located out on SharePoint. Fall 2009 we will be working on the surveys (student and dean's) and data collection. Spring 2010 we will be summarizing the material for the editors. In summer 2010 we will begin the writing portion of the study. The eyeball and matrix were presented to the College. All questions have been broken down by targeted audience (student, dean, internal, external) and the survey instrument (multiple choice, focus group, short answer, interview). You will have an opportunity this fall to be actively involved in this process through these instruments. We also have been keeping updates on the Strategic Plans. Gordon Holly will be providing his update at our next meeting on September 10th.
- **SharePoint** (*Presenter: Maureen Lerch*) Encouraged all to look at SharePoint - see what is out there - ideas for things to be out there. Two groups to be looking into SharePoint are the Leaders Group and the Web Writing Work Group. It is an ongoing process and a flexible tool. There is a nice shortcut on the main Wayne College home page. There is also a link under the site index. If you find a section you are using repeatedly you can bookmark it. If you recall, we decided to get the internal documents off the web and onto this internal site. There is a document available for review on guidelines how to best approach the use of SharePoint. A lot of committees are using this as their tool for their materials. If you have any questions, let us know. Alerts can be set up if there is something you are really interested in within SharePoint.
- **Dean's Update:** I have been in conversation with Scott and Russ to look into identifying the opening/closing hours in the SLB. That will then be communicated to all. We have 23 classes scheduled over there. We have record enrollment again with 2,250 students and 19,779 credit hours. We have a record 550 new students on campus. I would like to thank all who have a part in making it possible for students. The HCHEC enrollment is 60-65 unique students. Enrollment total is 112. PSEOP is 301 this semester overall compared to 270 last year. The term dual enrollment needs to be removed from our vocabulary. It really is off-site PSEOP. We will have an official announcement for the new Admissions Counselor as soon as the offer letter is accepted and received in the Dean's Office. The movement of people into and out of the parking lots has improved this year. We are looking at adding more spots down the road. An additional entrance is hoping to be added in another year. The budget will be voted on this coming Wednesday at the BOT meeting to be finalized. The University is moving forward on the strategic plan. Gordon is a representative on that committee. The President will be coming to each College to discuss the strategic plan with the College. As soon as it is scheduled we will communicate that. The three task forces that we created last year are to begin their 2-year cycle this year. I believe some work has already begun. Those task forces are Diversity, Resource Sharing, and Student Programming & Participation. They will have reports to College Council and the College Meeting to request input and engage the College in the conversations. I have asked the Leaders Group and at the faculty meeting to get the notion of service standards back out in front of everyone. Have this as one thing that guides the way we do business. Bill is working on the report from the survey of student engagement. As soon as it is done, it will be moved out to the College. I would also like to remind you of the Open House on September 13th – parallel to the Brown's first game.

Good of the Order

- Welcome Back Event to begin 1130-1145am.

Adjournment

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Attendance

Ackerman
Andes
Ashbaugh
Bays
Boettger
Brinker
Broadus
Carmony
Cooper
Engle
Freelon
Gatzia
Hammond
Haynes
Holly
Holz
Horn (Excused)
Johanyak
Kristofco
Larwin
Lawrence
Lerch
Lewis (Excused)
Livengood
Loesch (Excused)
Lorson
Lowe
Malavite
Mann
Maroli (Excused)
Martin
Mast
Minc
Mountel
Obiekwe
Phillips
Popovich
Roncone
Schoffman
Smith
Summers
Teague
Turner
Uitto
Vierheller
Vogley
Wadia
Walkerly
Webb
Weinstein
Whitsel (Excused)
Woods