

## JHCOE College Council

### Draft Meeting Minutes

**Date and Time:** Monday February 13, 2017, 9:01 a.m. to 10:49 a.m.  
**Location:** GH 3100C  
**Chairperson:** Jenny Denyer  
**Council Representatives:** Ron Opp, Victoria Stewart, Vicki Dagostino, Jen Fulwider, Randy Vesely,  
**Administration:** Ginny Keil, Richard Welsch  
**Minutes prepared by:** Jen Fulwider  
**Guests:** Lynne Hamer and Nancy Staub

**Meeting called to order at 9:01 a.m.**

#### **Approval of Minutes from the previous meeting (January 23, 2017)**

- Motion to approve minutes. Seconded
- Discussion regarding clarification of one section. Resolved.
- Motion passed unanimously to approve the minutes

#### **Report from Council Chairperson**

- Jenny explained reason for Renee' standing in as Chair during Jenny's absence at previous meeting. Due to emergency, Jenny called the Chair-elect first (**does this need to be included?**)
- Lisa Kovach will be joining College Council as a CPC representative at our February 27, 2017 meeting.
- Discussions regarding moving Diversity Committee forward in regards to electing a new Chair.
  - Diversity report due soon to Willie McKeather.
  - Challenges with agreeing to a meeting time were discussed.
- Jenny is working with online learning to discuss possibility of JHCOE Reads articles being posted.
- College meeting follow-up regarding three-day review of ECE program changes. (**do we want this public information?**)
  - Concerns from a department regarding communication and inclusion in conversations regarding program changes discussed.
  - Jenny is planning to wait until Thursday to forward comments from three day review to academic affairs. It is suggested to send the program changes back to ECE for further discussions.

#### **Report from Dean**

- The university is planning for a 2-5% budget cut as a result of the governor's tuition freeze. The university was counting on the 2% tuition increase for the next academic year.

- An article was shared by Dr. Keil regarding an effort to mandate universities cover the costs of textbooks, to the tune of \$300 per student.
  - The president has asked for faculty to carefully consider cost with choosing textbooks
  - Barnes and Nobles' contract states that they will price-match textbooks costs from competitors, including Amazon, with appropriate proof of pricing. This is NOT to be mentioned in course syllabuses.
- \$61,000,000 in aid/scholarships to students with low ACT/SAT scores will be eliminated as "merit scholarships".
- Nicole Candle from Foundations has been invited to speak at next College Meeting regarding how faculty can contribute to conversations with donors in order to increase awareness of successful communication.
- On March 22, 2017, JHCOE is working with Perrysburg Schools towards a community event focusing on how UT and PB schools can partner towards the future of education. Perrysburg will be opening a new school soon and discussions are occurring towards developing community understanding of changes.
- Drs. Keil and Welsch will be attending Day On The Square (DOTS) to meet with legislature regarding the importance of education.
- Dr. Welsch reported on supports for assisting students to successfully pass the Praxis 1 requirements/testing. All EDU 1700 students have been given access to practice tests. This data will be used for diagnostics.
- Please encourage students to nominate an outstanding instructor
- Dr. Welsch and other Associate Deans are working with the graduate school regarding G.A. allocations .

### **Information and Discussion Items**

- Jenny praised Dr. Welsch for agreeing to assist with the doctoral handbook processes currently in progress. Dr. Welsch suggested an idea of a general format with individual tabs related to specific program details.
- CI/ECE in final stages of doctoral handbook to be finalized on 3/2/17, tentatively, to present to Academic Affairs.
- Honors Sub-Committee needs new staff representative.
  - Jenny asked Jen to email staff and ask for volunteers and election to choose a staff for this committee.

### **Assessment (please see Guest Discussions below)**

#### **Technology**

- "5 Minutes of Cool" has been received well by faculty and staff.

#### **New Business**

- Lisa Kovach will attend next meeting regarding tenure/promotion elaborations.
- Victoria discussed the notion of transparent advising and suggested faculty having access to advisee lists.
  - Web report has lists of all students assigned to faculty.

- Department chairs have access to this option in Web Report.
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- - Chairs should print lists and distribute to faculty
  - Faculty responsibility to check for accuracy
  - Ron suggested all faculty have access to these reports, not just Chairs.
- **Curriculum review Process-** issues raised in faculty meetings about challenges with review processes of all curriculum modifications/program changes.
  - All modifications start at department level vote
  - From department level vote the modifications are sent to academic affairs for review
  - Academic affairs sends to entire faculty for three day review
  - Academic affairs gathers feedback from faculty and makes recommendation to either go back to department or to College Council for vote
  - If approved, modifications are sent to grad council/faculty senate
  - Suggested change:
    - Academic Affairs -> College Council->Faculty 3 day review
  - College council is an arm of faculty senate at college levels.
  - Conversation regarding voting processes- decided not to reopen laws/procedures.

#### **Guest Discussions (Lynne Hamer & Nancy Staub)**

- **Discussion of UAC reports**
  - Each department received evaluation. Question often asked...what now? What do the reports mean?
  - Lynne sent report to College Council on 11/14/16. Comments were recommended to be shared. Deadline for feedback was back-to-back. It was suggested to push the due date of assessment reports to October 1<sup>st</sup> to allow feedback.
  - Feedback to university assessment included rubric for program assessment
  - University provides pass/fail
  - Part Four plans for improvement is the most important section of report.
    - Each program charged with setting own improvement.
    - This is a continuous improvement process.
    - Suggested that Chairs appoint program review report writers in Spring for following Fall reports.
  - April 5<sup>th</sup> workshop/work session being offered by UAC
    - Suggested to possibly share short portion of workshop with JHCOE
    - Lynn suggested linking programs with assessments regarding program outcomes and program review.
  - How can assessment committee and Council keep process and close gaps?
    - Richard asked about any specific tweaks in advance for report writers.
      - Programs should be careful with rubric and criteria by not stating “no changes needed”. Growth and areas to improve should be discussed in report.
  - Lynn suggested discussing good examples of assessment reports at a college meeting
    - Dr. Keil mentioned using our Five Minutes of Cool time to spotlight work being done in reports.

## **Adjournment**

- Motion to adjourn. Seconded. Approved unanimously. Adjourned at 10:49 a.m.