Meeting Minutes of JHCOE College Council Meeting

Date and Time: November 24, 2014, 9 am to 11 am
Location: GH3100C
Chairperson: Marcella Kehus
Members in Attendance: Rebecca Schneider, Renee Martin, Dawn Sandt, Libbey McKnight, Mary Ellen Edwards
Attendance: Virginia Keil
Guests: Florian Feucht
Minute prepared by: Dawn Sandt

Meeting called to order at 9:04 am

Approval of Minutes of the previous meeting (November 10, 2014):
• No edits required.
• Motion to approve the minutes. Seconded to approve. Approved unanimously.

Report from Council Chairperson

• At a workshop on Measuring Diversity, a question came up about our Diversity Plan. The plan on our website was still that from the merged college. Thankfully, our college had revised this plan & a new plan was written, approved & on file w/ the University. That plan is also on our website. We need to check our website to update information and delete old information.
• One item that I was not aware of is that the graduate handbook that we have been working with has never been approved by faculty.
• As requested at our last meeting, the Dean has invited Lakeesha Ransom, Dean of the Jesup Scott Honors College, Associate Dean Steve Peseckis, and our own Honors Director, Florian Feucht to our College meeting on December 5th. We are soliciting questions for them from the faculty via email. Please encourage your colleagues to submit questions or issues to you as department representatives – no names are necessary. I will send a reminder or two. Please forward these by Tuesday, Dec. 2nd to be sorted, organized & forwarded to the 3 guests.
• Remind students to register; enrollment is lagging due to many issues not the least of which is late start of registration, semester starting 1 week late.
• Last week at Dean’s Cabinet. I made a request that we consider re-establishing an advisory board to the College. This has existed under other Dean’s in other formations and we’ve most recently had something like this in bi-annual meetings of area superintendents. Beyond this we seem to be talking about once a semester or so meetings of our constituents including community members, alumni, and school personnel to give input regarding programs, image and reputation building, and the like.

Report from Dean
• None
Report from Associate Dean

- JHCOE Scholarship Day is January 31st. This is known around campus to have been an engaging and hands-on experience. Faculty are encouraged to volunteer as a way to help the JHCOE boost enrollment.
- Billy Pierce (Director of Undergraduate Admissions) reiterates that faculty need to be at every event if UT is to reach its enrollment goals.
- Ohio House committee voted to repeal Common Core. If you support Common Core, then please contact your legislator letting them know that you support it.

Report from University Council Representative

- President’s Report: None
- Provost’s Report
  1. Senior Leadership Retreat
     a. Provost thought the level of candor and transparency occurring at retreats helps create trust.
  2. Spring Enrollment Push
     a. UT is down on presently registered students for Spring semester. Asked Dean’s to give him action steps to get students enrolled. Some ideas include group meeting, have faculty advise, have coaches advise, or online advising.
  3. Larry Burns (head of marketing) will start college-specific marketing.
  4. Presidential search is underway.
  5. Talk in Columbus of a 5% tuition cut.

- Other Reports and Presentations
  1. ADA/Technology Policy & ADA Compliance Responsibilities (David Cutri)
     a. Presented how ADA applies to UT
     b. 950 students are being served under ADA (5% of population)
     c. ADA needs to be actively enforced as UT has been cited in the past.
     d. Current issues are being addressed: (a) note-taking protocol, (b) Technology Accessibility Policy (in development), and (c) student advocacy memo (memo from OAA listing accommodations).
  2. Title IX Update (Jovita Thomas-Williams & Kaye Patten-Wallace)
     a. Identified 20 faculty/staff to serve on adjudication panel (serve on a rotating basis)
     b. Assessment Initiative began 11/12/2014 (external evaluation of policies/practices to ensure compliance with White House task force).
  3. Development of 2016 Operating Budget
     a. Explained how a drop in enrollment has negatively impacted the UT budget
     b. Bottom-line: (a) enrollment needs to go up and (b) retention rates need to go up since 50% of SSI is tied to completion.

Information and Discussion
• Tom Biggs presented a financial review to faculty senate. Presentation was clear and helpful, and explains where UT should be going. See attachment to minutes.
  o There is a great deal of room to increase enrollment.
  o UT is in a solid position but needs to continue growing its business.
  o To balance the budget, UT has been deferring maintenance (underfunding depreciation).

Standing Committee Reports

- Academic Affairs
  o RECOMMENDED FOR APPROVAL (But pending 3-day faculty review period):
    1. Adolescent Young Adult and Middle Childhood Licensure Program Proposals
       This includes Undergraduate Program Modifications and Undergraduate Course Modifications and one NEW Undergraduate Course Proposal
    2. Change in co-requisite for CIEC 4460: Science Methods for Early Childhood from 4480 to 3380

  o Working with Josh Spieles, there is, as of Nov. 19, a new place for curricular proposals to be posted on the College Council webpage as is specified in the by-laws. It will now be just a 2-click process for faculty to find curricular proposals for the mandatory 3-day review period. The direct link to that webpage is: [http://www.utoledo.edu/education/committees/council/curricular_changes.html](http://www.utoledo.edu/education/committees/council/curricular_changes.html)

  o On the College Council homepage there is now a link for “curricular matters,” on the left-hand side. Having this mechanism for posting curricular materials on the College Council website will greatly enhance access for faculty to review curricular proposals.

  o Items discussed: AAC has been continuing to discuss and compile comments regarding doctoral exam processes. Given the quantity of curricular matters on the agenda in November, we were not able engage in substantive discussion, but shared the compiled comments.

  o Items in progress: (Undergoing minor revisions and will be considered by electronic vote prior to next College Council meeting): Graduate Certificate in Interprofessional Teaming in Early Childhood Proposal. This is a NEW Graduate Program Proposal.

- Student Affairs
  o Items Discussed
    1. Student affairs web page development
       a. Faculty training on safety issues using web pages
       b. Student showcase
       c. Student engagement
    2. Recommendations to College Council
Items in Progress

1. Setting up pages for the college website and related issues
2. Obtaining students for student showcase
3. Planning of college-wide student engagement activities with help from Libbey

-- Administrative Review (in recess)
- Assessment –
  - The committee has finished scoring program plans and reports.
  - The JHCOE Assessment Committee report has been sent to Council Chair, Dean, and Associate Dean.

- Technology Committee – None
- Diversity - None

Discussion with Guests
- Dr. Florian Feucht answered Council members questions regarding Honors College and its relationship with the JHCOE.
  - Students are enrolled in both the JHCOE (1st admit) and Honors College (2nd admit).
  - Students are advised in JHCOE.
  - Discussion regarding learning contracts and how it is vetted.
  - Honors designation added retrospectively at end of the semester.
  - Honors College allows flexibility in how each College fulfills its 33 credit hours of Honors courses.
  - Honors College suggests that 33 of those hours should be experiential.
  - Students want a qualitatively different experience not just one more of the same or harder scoring.
  - JHCOE needs a handbook so requirements of being an Honors student is clear to students and faculty.
  - For Honors students to complete their thesis or project, there needs to be faculty who are willing to advise them during the process.

Old Business

- Recruitment and Enrollment - Jenny Denyer
  - Last Faculty Senate
    - Billy Pierce invited faculty to be involved as a way to increase enrollment.
    - Provost reiterated that if we could get back to 2009-10 numbers, then the problem with the deficit would go away.

New Business
- None

Adjournment at 10:57 am.
- Motion to adjourn. Seconded to approve. Unanimously approved.