

**CHAIRS AND DIRECTORS MEETING MINUTES**  
**Wednesday, November 4, 2015 | Ellis 113**  
**1:00-3:00 p.m.**

Attending: C. Asleson, L. Bauer, J. Bender, S. Bergmeier, B. Carlson, B. Colvin, J. Dyer, H. Duschinski, B. Frank, S. Gradin, J. Grant, L. Hatch, D. Ingram, K. Jellison, C. Mattley, K. Milan, S. Miner, R. Muhammad, W. Owens, B. Partyka, A. Ritchie, B. Shambora, C. Thompson, M. Vis, M. White, J. White

Guests:

Cary Frith, Associate Dean, Honors Tutorial College  
Linda Rice, English  
Khosrow Doroodian, Economics

1. Information items

a. Honor's program proposal

One retention strategy for an institution is having a robust honors program. HTC has such a program that has been in place for 43 years – however, it is small and represents only 2% of the undergraduate students which is below the national average of 7%.

University College and Honors Tutorial College are proposing to University Curriculum Council Program Committee an Ohio Honor's Program. The proposed program would be offered to high achieving undergraduate students in all academic majors and undecided majors as an opportunity to participate in enrichment activities to enhance their educational experience and engagement.

Goals:

- ACT 26-28 (HTC is 32)
- Other institutes have umbrella programs that are taking these students
- Retention benefits
- Increase levels of engagement across campus
- Model that is economical and flexible

Honors experience model:

- Engagement pathways
- Research and creativity pathway
- Leadership
- Community engagement
- Research and Community involvement

UCC Programs Committee has had the first reading of the proposed program. Arts and Sciences faculty need to be aware of what is being proposed and understand the issues on the horizon. The proposed timeline is Fall 2016. Please forward the handout supplied by Frith to faculty and forward any concerns/comments to Frank.

b. On-line master's programs

Currently the College offers/in the process of offering three online Master's Programs.

MSS in History  
MFA in Economics  
MA in English

K. Jellison reported on the long standing MSS program that began in 1980 with classes being taught on campus. The program was designed for secondary-level teachers looking for MA credentials. As winter travel became a concern some classes were taught online or by broadcasting. Discussion regarding an online MA program began 3- 4years ago. Three courses are offered every semester, 50% history and 50% social sciences. The current online program reaches beyond southeastern Ohio with students all over the United States.

K. Doroodian reported on the MFA in Economics (jointly by commerce and business). 50% of the courses are economics, and 50% finance and accounting. The program started in 2000 expanding in 2004 to the Pickering Campus with a hybrid program. Lectures were live and could be viewed from anywhere. In 2014 negotiations began with a company (Pearson) that provides online services to offer the MFA program. A team was developed to evaluate the program and examine viability. The program passed the criteria. The College and Department is about to sign an agreement with Pearson to market nationwide. The online program will be offered for the first time in the fall of 2016.

L. Rice reported on the MA in English which was first offered in the summer of 2014. A common template was used to develop courses that are student friendly and a unified experience. The program targets high school English teachers who want to earn credentials to teach dual enrollment courses. A teaching license is a required when applying to the program. State organizations and E-learning were used for marketing of the program. Currently there are 24 students.

c. Chair professional development workshops

Several chairs attending a recent Essential Management Skills for Department Chairs gave an academic overview of the workshop.

Topics including in the training:

- Understanding dean's expectations
- Effective communication skills
- Personnel management
- Budgeting resource allocations
- Foundations of fundraising.

Impressions from those attending were positive specifically the foundations of fundraising and case studies for personnel management. In addition, participants reported that the workshop was an opportunity for networking and excellent training for new Department Chairs. Budget resource allocations training was not found useful.

J. Dyer reported on the State Authorization Communication Committee.

In 2010 there was a ruling regarding Department of Education regulations (originally aimed at online education) the law was extended to include “physical presence” experiences – including internships, field trips, residencies, etc.

If students are leaving the state for any reason connected with their academic experience or for online courses, if the faculty member or students are not residing in Ohio contact Kia Stone, Coordinator of Compliance and Quality Assurance, eLearning OHIO, at [stonek1@ohio.edu](mailto:stonek1@ohio.edu) for guidance.

For additional information go to Ohio University’s Authorization web page at <https://www.ohio.edu/ecampus.about/authorizatoin faculty staff/>

On the website there are two spreadsheets available one for online courses and one for physical presence experiences. In addition a list is available of states and their status with respect to Ohio.

2. Discussion item
  - a. Dean’s Advisory Promotion and Tenure Committees

Comments offered:

Proposed maximum number of dossiers reviewed by each committee would be six.

Role of the Advisory Committee

- Not clear what the role is.
- Committee should do complete comprehensive review and render independent judgement?

Unanimous departmental support vs not unanimous (or chair not agreeing)

- External reviewers in contradiction
- How do we handle these?

What is this committee supposed to do – Frank sees them as an additional set of eyes and perspective for the final letter

Recuse when conflicts

-Post a College statement about conflict of interest including examples on the website for reference. Examples – relative, prior or on-going relationship or perceived conflict.

What happens with the higher scrutiny – does it really take six people to say you followed the rules?

-Then the group reads it more closely and tries to understand what the source of the disagreement is and provide advice.



College of  
Arts & Sciences

- Not an independent assessment, but evaluate the conflict
- Dean's letter must address conflict

Committee would look at policy

Frank will forward updated policy to Chairs/Directors.