Tuesday, September 9, 2014
10:00 – 3:00 RHE Deans’ Meeting, Baker Center 356
Present: Bill Willan, Marty Tuck, Rosanna Howard, Nicole Pennington, Paul Abraham, Jim Smith and Carissa Anderson.

Jan Myers, UHR, COMP 2014
The Deans welcomed Jan Myers who provided an update on the COMP2014 project and described the job framework, market strategy and rollout and timing of the communication plan. The scope of the project included non-bargaining classified and administrative professional staff and began by collecting updated job documentation through online questionnaires in October 2012. HR is working with Mercer Consulting on this project. Additionally, the project included a review of like positions, as well as the impact and complexity of the work being performed. Jan shared that a new position description form on the HR website is to be used for classified and administrative positions. The Fair Labor Standards Act analysis is currently being conducted. The project will not result in anyone’s salary being reduced. The equity analysis component of the project includes regression modeling and identifying areas of concern. Employees who fall below the minimum of the new pay grades will be brought up to the minimum of the pay grade. The HR team will also be working to develop strategic administrative guidelines and to review OHIO policies that are impacted by the new pay structure and grades. The project, scope, framework and glossary of terms are available online at the COMP2014 website (http://www.ohio.edu/hr/compensation/comp2014/index.cfm).

HR will provide a letter for each employee in the scope of the project at the end of September with email communication on or around October 2nd. Changes will be effective for administrators on November 1st and for classified staff on November 2nd. Jan noted that those employees who may fall above the maximum level of their pay grade will not be eligible for base salary adjustments; however, they will receive an amount as a lump sum equivalent to the annual increase. Each job in the scope of the project was fully reviewed and mapped into the new pay structure. The Deans thanked Jan for all the work her and her staff have put forth in this comprehensive project.

Academic Leadership Updates
• Willan provided the following updates from Academic Leadership:
  • The evaluations for the Deans this year will occur more quickly and Deans need to have statements of goals and accomplishments ready by January 1st. Willan recommend new Deans look at the Provost’s website to review the previous year’s statements.
  • Group II Promotions were discussed with a focus on the necessity of professional development opportunities being made available. Deans can discuss at a later date. The timeline for the Group II promotion process will be the same as that for Group I.
  • A message regarding the Ohio Magazine Outstanding Educator Award was sent to the Deans.
  • Willan reminded the deans that streaming forums are scheduled for September 10th and September 16th in order to discuss the Innovation Study and asked them to encourage campus participation.
  • New guidelines will be coming out regarding international immigration.

Discussion Items
• The Deans discussed replacement OULN equipment and number of rooms for the campuses and centers.
• The Deans discussed the potential to offer the psychology degree on the regional campuses. Willan will follow up.
• Anderson provided an update regarding electronic records for RHE programs. RHE exists as an academic unit in OnBase so the central RHE staff can now view the documents. Anderson shared for spring admits, the documents can be scanned rather than mailed for RHE programs. Anderson will provide an update at the next A&R meeting. Anderson is exploring scanner pricing options with OIT.
• Anderson provided an update on attributes in Peoplesoft for OULN and College Credit Plus that will aid in reporting needs. The attributes will be created in the Registrar’s Office. Each campus is to send a list to scheduling@ohio.edu. The Registrar’s Office has communicated to the campuses.
• Willan shared a task force on College Credit Plus has recently been created. Willan will be the RHE representative and John Henning will serve as chair. The task force will seek input from stakeholder groups including regional campus staff, admissions, financial aid and bursar.

• Anderson shared her knowledge of overload practices that the College of Arts and Sciences (CAS) uses. CAS faculty are limited to the total number of overloads they may hold each term. The limitation is enforced through the college office and by individual department chairs. In some cases, though occurring less often during the fall and spring semesters, faculty have picked up an overload that was a combination of two course sections, combined in Blackboard and then taught as one course. In these instances, the faculty are paid for a single course. This arrangement has occurred most often between Athens online and eCampus sections, particularly for niche courses within a specific discipline.

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• The Deans discussed AQIP and preparations. Anderson met with program coordinators at the RHE faculty conference. A list of the multi ways to implement assessment as a system will be created so program may choose from in order to assess learning outcomes. Anderson has created a blackboard organization and will add the program coordinators. An assessment consultant will be a guest at the next RHE Deans meeting. The Deans agreed to include learning outcomes for RHE programs in the 15-16 undergraduate catalog. The Deans also discussed that learning outcomes are required to be included in the syllabus.

• The Deans have submitted names for RCCC.

• The Deans discussed the name change of OTEC and Tuck and Pennington have agreed to move forward with submitting the name change to Office Administrative Technology (OAT). The next step in the process is to submit to the campus curriculum committee then to RCCC.

• The Deans discussed the qualifications for facilitators for online courses. RHE follows the eLearning procedures for qualifications. Abraham will remind Associate Deans.

• Howard provided an update on Budget and Operations including the following:
  o Multi-campus ad-hoc report request regarding swirling students and hours enrolled at each campus needs revisited based on needs of details by student or summary reports.
  o An update on RHE website changes. Howard will work with PR Coordinators to develop a web page and archive of the top 3-5 stories from each campus to share on the RHE website.
  o The faculty directory for RHE is currently being developed.
  o The webpage to include the documents for review and provide comments from the faculty conference is under development.
  o Each campus is allocated $1,000 per year from Kennedy Lecture endowment for support to bring in speakers to campus/es who are distinguished leaders in their fields to enrich the lives of the University and community. Copies of proposals (Approved by Campus Dean) are to be sent to Rosanna.
  o HR Updates: The HR Liaison program will be rolling out the campuses. Adam Pergram (HR Liaison for RHE) and Rosanna Howard will be visiting each campus to meet with key HR stakeholders. The new employee orientation will be changing to include time for RHE attendees to meet with RHE Central Office staff. Email notification was sent by HR to group III adjunct faculty and temporary staff on September 4th notifying them of sick leave benefits that will be accrued based on FTE effective August 16, 2014. FAQ’s was attached to the email and shared with the Deans. This change is a result from interpretation of the Ohio Revised Code and Attorney General.
  o IR Reporting: An IR Advisory Group has been formed and Howard represents RHE. Preliminary enrollment reports were shared and discussion occurred regarding headcounts and FTE.
  o Budget Updates: Budget reports including actuals through August 2014 were disseminated and discussed among the Deans. Comparisons to prior year activity were reviewed. Continuous monitoring of expenses and appropriate adjustments may be needed to maintain financial stability across the RHE system.
  o The Deans discussed the charge to reduce part time academic budgets by 5%.
  o The Deans discussed tuition revenue assessment for the three centers.
Howard shared congratulations to Merry Lee Walters from the Lancaster campus was recently recognized by Classified Senate as employee of the month.

- Willan shared congratulations to the planning committee on a successful tri-state Diversity conference recently held at the Southern campus with over 140 conference participants.
- The Deans reaffirmed that program “ownership” resides at the College/Unit level, not at the campus level.
- The Deans discussed load implications of arranged courses as well as other compensation methods currently under review by the Associate Deans including labs, practicums, independent study, field experience and arranged courses.

Angela Lash, University College, MapWorks
The Deans welcomed Angela Lash who provided an overview of MapWorks, an early alert system. MapWorks provides students a risk indicator (red, yellow, green) on how likely they will persist the next academic year. The software includes data points and surveys that are self-reported including questions on academics, study habits, self-ethics, peers, finances, and living arrangements. As information is updated the risk indicators change. MapWorks provides a venue to log information for a student that can be shared with the student’s support team. The interactions with students are viewable by the entire support team consisting of faculty, advisors, etc. On the Athens campus, to encourage participation, the surveys are a requirement in the UC courses. Questions may be added to MapWorks; however, the ability to design an independent survey does not exists. If interested, campuses can start with small, pilot programs.

Krista McCallum-Beatty, International Support
The Deans welcomed Krista who shared information from International Student and Faculty Services (ISFS). ISFS assists with compliance with immigration and also promoting international/global efforts on all OHIO campuses. Krista is hoping to visit the campuses this fall. Krista provided an update on employee based immigration and information related to faculty searches. The keys to proper recruitment lie in the wording of ads and their placement. Krista shared various ways to support international activities and to encourage global learning on the regional campuses, such as visiting scholars and opportunities for guest lecturers.

Upcoming Events:

October 16-17 Board of Trustees
November 6-8 Foundation Board
November 16-18 NCATE Visit
November 21 IUC Meeting