**RHE Deans Meeting**

**February 6, 2018 | 10:15am – 3:00pm | Baker 230**

Attendees: Willan, Anderson, Abraham, Pennington, Webster, Smith, Howard, Tuck

*10:15 – 3:30 Updates and Discussion Items*

Deans Council Debrief

Information about graduate programming on the Athens campus was an area of focus for today’s meeting, including the number of programs and the enrollments in each.

Budget and Enrollments

Howard shared that there are updated teaching rates for 2018-2019, including a planned 1.5% increase. The RHE tables will be updated and shared once completed. The final document will be posted on the RHE site. The Zoom license has been renewed through December 2018; however, we will likely move to Skype for Business once the current contract ends.

Anderson shared with the deans questions and concerns about how system recruitment and enrollment strategies sometimes do and do not align with campus scholarship programs. Howard noted that there are budget modeling options that could address multi-campus enrollment and scholarship funding differently. The deans agreed that the campus student services directors should work toward identifying consistent approaches for campus-based scholarship programs. A proposal needs to be developed and submitted to the deans for review and approval: standards, naming, start date, etc. The deans expect a proposal by the end of spring semester.

Howard and Willan met with the Provost’s office to review spring budget updates. Current budget planning will have to adjust after March 30 once it is known how many faculty and staff participate in the Early Retirement Incentive Program and whether or not we can proceed with a RHE tuition guarantee for fall 2018. Willan and Howard are petitioning for a flat, effective rate for indirect costs, similar to the pre-RCM approach. The deans will receive campus-specific updates once more information is available.

RHE Tuition Guarantee Proposal

Howard shared that we are waiting for feedback from ODHE regarding the proposed approach for the RHE Tuition Guarantee. If ODHE does not provide a response by February 7, the guarantee will be removed from the upcoming Budget Planning Council meeting. Howard and the deans discussed the current tuition tables and the proposed approach to creating updated tables for a regional tuition guarantee.

Career Services Fee

Willan and Howard will meet with the Career and Leadership Development Center to discuss current career services and planned services as a result of the proposed fee. Willan will share the feedback that was provided during the February RHE Leadership meeting. Per state regulations, any career services fee will have to support new and additional efforts, which could include increased job search and placement efforts, internship opportunities, career coaching, etc.

Early Retirement Incentive Program

Current planning indicates that the ERIP will be supported by Strategic Opportunity Reserve funding. Howard and the deans discussed current interest levels in the program. The application deadline is March 30, 2018. Tuck confirmed that faculty and staff who participate in the ERIP are eligible for rehire, specifically as adjunct faculty, at the request of the university. If rehired as adjunct faculty, their pay rate is the adjunct rate. Smith asked about funding retirement gifts for employees who participate; dean’s discretionary foundation funds can be used for this purpose.

Employee FTE Reduction

The deans discussed options for reducing FTE for current faculty and staff, based on workload and need. Willan suggested waiting to see what happens with the ERIP before making final decisions. Howard noted that reduction of FTE vs. position abolishment should be based on the ability to maintain campus instructional and administrative needs.

Replacing Faculty During Illness

Smith shared an example of a faculty member becoming ill after the start of the term and asked the other deans for examples of how they have managed similar issues. In general, the use of a substitute can provide a short-term solution.

Delay/Closure Clarification

Howard shared that a one-page document is under development regarding campus delays and closures. The deans will be asked to provide feedback on the draft document once it is available. The final, approved document will be added to the RHE site and will include message templates for different scenarios. Smith asked that the document reinforce that faculty/staff need to reference defined official information sources. Tuck suggested that hour-based delays should better align with class start times. Pennington noted that the ALERT US feature in Blackboard should be configured to post messages to regional campus sites; the current configuration requires each campus to manually add the alert messaging to their site.

RHECC Resolutions

Willan and RHECC Chair McKean recently met to discuss the status of the online course resolutions. The deans discussed the most recent versions of each resolution, definition of online/hybrid and online course capacity. Willan will submit feedback to the RHECC for clarification regarding online course capacities.

*12:30 – 1:45 Craig Bantz and Chris Ament, Office of Instructional Technology*

OIT conducted an audit of RHE IT operations. Bantz and Ament clarified that their analysis focused on data points and industry standards. There are currently 19 regional campus staff with an IT classification and approximately 40 computer labs across the regional system, including media labs. Currently there is duplication in services/functions that are not location-based. Bantz shared that although some services/functions can be centralized, there will continue to be services/functions that need to remain decentralized, particularly for RHE. Bantz and Ament shared different scenarios with the deans, focused on how various structures could result in both service/function specialization and efficiencies. Bantz also reviewed the current status of ComDoc and migrating away from individual use printers. The current ComDoc contract results in significant cost-savings for printing. Any ComDoc change requests must be submitted within the next week. The deans should route questions through Howard.

Annual Professional Development Funds

Pennington shared that in spring 2016 the deans discussed standardizing annual professional development funds, but the discussion did not result in changes across the system. The deans discussed current professional development funds and scenarios for the future. The deans agreed that there is a need for a standard approach and amount. Beginning with the 2018-2019 academic year, all campus professional development funds will be distributed based on a competitive application process through the campus academic divisions. Group I faculty will be able to apply for up to $1,300; Group II faculty will able to apply for up to $1,000. Campus discretionary funding will no longer be available. Funding for non-development activity will be considered and approved by the campus division coordinators as funds are available.

*2:00 – 2:35 Jennifer Bennett and Greg Fialko, Employee Health Programs*

Willan shared that during fall semester a regional campus faculty senator asked why some of the employee health/wellness programs available on the Athens Campus are not available to regional campus faculty and staff. Bennett reviewed some of the available programs. Regional campus faculty/staff are able to participate in the HealthyOHIO and Virgin Pulse programs. A lunch-and-learn option will be added to the HealthyOHIO program for 2018. CHIP is a program provided through an external partner; Fialko will inquire about extending this option to the regional campuses. Fialko clarified that the health and wellness programs are listed through the WellWorks site and Virgin Pulse. Tuck recommended connecting campus-based wellness committees with Bennett to discuss opportunities. The deans also suggested adding regional options to the WellWorks site. Bennett shared that each campus has self-identified wellness champions who will begin connecting with WellWorks staff on a regular basis; the participant list can be shared with the deans. Bennett welcomes questions and ideas from the campuses. Fialko reinforced the ability to use OULN or other video conferencing options for lecture-oriented programming. Bennett shared that WellWorks is looking at using Qualtrics surveys to gauge programming interest.

BSAM

Tuck shared that the College of Business is presenting information to UCC regarding possible partnerships for both business degrees and the applied management program. Willan shared that the COB has been communicating with him about a possible partnership. The plan is to pursue competency-based enrollment opportunities to specific industries in central Ohio. Willan noted that the BSAM system coordinator is aware of the initial conversations; no work has begun on the effort yet.

Administrative Overloads/ Draft Overload Policy

The deans discussed a draft policy proposal for overload: faculty and administrative. The deans support adoption of the policy, which will become effective fall 2018.

Performance Management

Howard asked the deans whether or not a May 1 deadline for submitting the new performance management tool is reasonable. The deans suggested an end of May 31 instead. Tuck remains concerned that some staff may not have established goals for this year, which could increase the timeframe for completing the performance management evaluation. Howard will reach out to HR to clarify ownership of completed forms.

*3:00 pm Adjourn*

**February 8, 2018 | 8:15am – 10:45am | Baker 356 and Zoom**

Attendees: Willan, Abraham, Pennington, Webster, Smith, Howard, Tuck

*8:15 – 10:45 Updates and Discussion Items*

2018-2019 Teaching Rates

Howard presented the teaching rates for 2018-2019. This will be disseminated and posted to the RHE site. The rates were adjusted by 1.5%.

RHE Tuition Guarantee Proposal

Willan and Howard shared the presentation that was going forward to the Budget Planning Council.

Career Services Fee

Willan and Howard will meet with Dean Leite and Imants Jaunarajs to discuss the career services fee for regional campus students.

New Grant Opportunities

The deans discussed grant opportunities and cross-campus collaboration possibilities.

Group II Promotion

Willan and the deans discussed the promotion bump process for Group II faculty. Willan will discuss the topic further with EVPP Sayrs.

EVT eLearning

The Southern and Chillicothe campuses are discussing ways to extend the reach of the EVT program. They are currently considering moving it to an online format, delivered through eCampus. Discussions will occur with the program coordinator and Assistant Dean for RHE. The deans discussed the identity of the program and communication/marketing campaign ideas; students need to better understand the degree and post-graduation opportunities. Any changes to curriculum or delivery should plan for fall 2019 implementation.

The deans generally discussed online programming. They reviewed opportunities for RHE to provide general education and degree content online.

ALERT US in Blackboard Connect

The deans discussed the group alert functionality through Blackboard Connect. Willan will talk with Jim Harris about options. The group also reviewed communication options for OULN courses and ways to reach all students enrolled in OULN courses.

External Relations/Advancement/PR/Marketing

Webster shared personnel plans for the Zanesville Campus as it relates to External Relations/Advancement and Marketing. The deans discussed regional campus development and advancement needs.

Medical Assisting on OULN

Tuck and Smith discussed collaboration plans that would expand the MAT program to the Chillicothe Campus. Tuck noted that program coordinator Cynthia Boles has been helpful in the expansion discussions. The deans reviewed options for expanding to Southern as well.

Transition to OneDrive

Howard will work with OIT to identify training opportunities for faculty and staff. The deans hope that training will be available in spring, summer, and fall.

*10:45 am Adjourn*

*Upcoming Events:*

February 8-9 Foundation Board

February 20 Dean’s Council and EVPP’s Executive Staff Joint Meeting

February 20 RHE Deans Meeting

March 6 RHE Deans Meeting over Zoom

March 20 Dean’s Council and EVPP’s Executive Staff Joint Meeting

March 20 RHE Deans Meeting

March 22-23 Board of Trustees Meeting

April 3 RHE Deans Meeting over Zoom

April 11-14 NABCA

April 17 Dean’s Council and EVPP’s Executive Staff Joint Meeting

April 17 RHE Deans Meeting

May 1 RHE Deans Meeting over Zoom

May 5 Commencement