**RHE Deans Meeting**

**May 15, 2018 | 10:00 a.m. – 2:30pm | Baker 341**

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

*10:00 – 3:00 Updates and Discussion Items*

Merit Pool and Reappointment

Howard distributed merit pool and reappointment information to the deans. All merit decisions are due to the RHE office by Friday, May 25.

RHE Website

Anderson shared an update on the status of the RHE web redesign. A qualtrics survey was distributed to gather input on the homepage design. The survey closes May 25. Abraham asked if there are plans to have a single webmaster for all regional sites; Willan shared that the idea has not been discussed.

Sport and Lifestyle Studies

Webster asked about advising duties for RHE system coordinators; the current description of duties does not explicitly address his question.

*10:20 – 11:15 IEVPP Sayrs*

Pennington asked Sayrs if the fall graduation ceremonies will continue. Sayrs does expect the ceremony to continue for the immediate future. Willan shared concerns with delays in program and course proposal processes through UCC and ICC. Sayrs asked that any concerns with issues not explicitly identified in the ICC proposal manual be addressed first with ICC. Some recent issues with inconsistent document submission is driving the need to have both program and course proposal information together. Sayrs and the deans discussed the undergraduate commencement ceremony and the Athens-centric nature; she asked that the language change for future ceremonies.

Sayrs and the deans discussed the online scheduling proposal and the RHE overload policy. Sayrs supports the RHE overload policy, as it reinforces the *Faculty Handbook*. Regarding the online scheduling proposal, Sayrs questioned proposed language in the capacity and compensation sections. As a result of the discussion, updates were made to the proposed policies, in alignment with Sayrs’ expectations.

Overload Policy Implementation and Communication for Fall

The overload policy is approved and in effect for fall 2018. Willan will reinforce this expectation with a message to RHE Leadership.

Online Proposal

The deans discussed the online scheduling proposal and the expectations of IEVPP Sayrs. The deans approved the online scheduling policy document, effective spring 2019. A FAQ will be developed to help illustrate the policies.

Budget

Campus budget meetings are complete. Updated budget information is due to the RHE office by Thursday, May 17. This information will be used by the university budget office to help establish the new rate for RHE indirect fees. Webster shared that the Zanesville athletic programs will phase out during the 2018-2019 year.

Career Services Fee

Howard provided an update on the shared career services position in the CLDC. The committee hopes to finalize the selection in May. The job description for the RHE career services position is in development. Klein suggested including “internships” as part of the ultimate title.

Enrollment

The updated enrollment report is available in Box. The current trend still shows an expected decline in enrollment.

Online Scheduling Summit

Anderson verified the scheduling summit will occur June 26-27, 2018. Willan will share an email with participants that outlines pre-summit expectations and summit goals. The summit will include RHE staff (Anderson and Willan), deans’ representative (Pennington), associate deans, and the chair of RHECC (McKean). Abraham shared that a similar process needs to occur for OULN course scheduling.

*1:00 – 1:30 Gwyn Scott and Kent Scott, Retail Operations*

Kent provided a brief overview of culinary sales at Chillicothe, Lancaster, and Southern. The Lancaster campus is implementing new ideas and partnerships to help encourage culinary use. Although the culinary revenues are up slightly, each campus is operating at an overall loss. Auxiliaries is looking at food costs and pricing, retail pricing, and labor changes. Gwyn and the deans generally discussed alternative options for culinary services, specific to packaged items. Kent provided a review of the financial history of the bookstore operations. Gwyn and Kent reaffirmed their commitment to the RHE / Auxiliaries partnership. Abraham asked about t-shirt sale options; Gwyn recommended collaborating with Printing Services.

RHE Study Committee

Pennington provided a review of the RHE Study Committee first meeting. President Nellis provided the official charge, and the committee is starting to collect and review data. The committee is looking at other institutions and their structure to create some benchmarks. Pennington will continue to distribute meeting notes to the regional system.

Coil Opportunity [http://coil.suny.edu/coil-conahec-climateresilience](http://cts.vresp.com/c/?SUNYCOILCenter/6b06714588/7ba79b65a4/c501abb26e)

Webster shared information about a SUNY online workshop option. Signing up for the training requires additional, financial commitments that would revert to the old COIL model at OHIO. The deans agreed that the current model of COIL does not support the SUNY approach. This training opportunity is not supported.

SUCCESS Program

Webster shared a proposal from Zanesville campus faculty regarding a campus common hour. The Zanesville campus faculty want to create a common hour from 12:30-1:30pm. Tuck confirmed that the faculty expect to offer student opportunities during that hour.

The deans complimented the faculty on the comprehensive nature of their proposal. However, as proposed, the idea suggests shifting the university approved regional campus course schedule. The schedule would also affect OULN offerings. If there is continued interest, Webster is encouraged to present the idea to the RHE Leadership.

Program Coordinator Stipends

Tuck confirmed that the program coordinator stipends in 2018-2019 will use the same rates as 2017-2018. Howard confirmed that enrollment levels will be based on student enrollment in the degree programs, as of the most recent fall data through IR.

Communication of Deans’ Decisions

Willan expressed concerns with the inconsistent communication of dean decisions. A subpage of the RHE site will post decisions, policies, practices, processes, etc. by category.

Other

Pennington shared that the EM self-study response will be discussed on May 16, 2018.

Willan provided an update on the research funds available for faculty development. The deans discussed the proposed document and recommended changes. As written, the RHEFDC document does not include explicit limitations to overload. The deans agreed that faculty who receive a course release for research are not permitted to have an overload during the term(s) of their course release, are limited to a maximum of two courses during the summer during, and will not be approved for external to the university workloads. (See *Faculty* *Handbook* regarding approval process for work performed outside of the university.)

Anderson shared an update on the Faculty Learning Communities related to the assessment of common learning outcomes. Regional faculty from Chillicothe, Lancaster, Southern, and Zanesville applied.

*2:30 – Adjourn*

*Upcoming Events:*

May 28 Memorial Day Celebrated

June 5 Deans Council Meeting

June 5 RHE Deans Meeting (Zoom)

June 8 Foundation Board Meeting

June 10-1 RBCA

June 19 Deans Council and Executive Staff Meeting

June 19 RHE Deans Meeting

June 21-22 Board of Trustees Meeting at Chillicothe