

**Dean's Advisory Council Meeting**  
**March 20, 2018**  
**Dean's Conference Room, BCOE**

**Present:** Jane Beese, Charles Howell, Kristen Italiano, Matthew Paylo, Jake Protivnak, Crystal Ratican, Gail Saunders-Smith, Amy Williams.

**Absent:** Alyssa Annico, Mary Lou DiPillo, Therese Kightlinger, Marcia Matanin

**Review and Approval of Minutes of November 21, 2017**

The minutes of the DAC meeting held on November 21, 2017 were reviewed. Dr. Protivnak moved to approve the minutes as presented, and Dr. Saunders-Smith seconded the motion. The minutes were approved by a unanimous vote.

**Review of Governance Documents**

Dr. Protivnak reviewed numerous changes to CSPEL's governance document that were reviewed and approved by his department on November 29, 2017. The changes that were made reflect the OEA Agreement, departmental reorganization, and changes in curriculum. Additions for specificity were made, additions from EFRTL's document were added, as well as areas addressing faculty mentoring, searches, and non-tenure track faculty status. Dr. Howell recommended the addition of verbiage regarding reassigned time and term faculty at the rank of Assistant Professor. He also suggested the deletion of #7 on page 23 (CAEP update), #6 (does not apply), and #3 and #5 on page 25. He also suggested an addition related to workload for Educational Leadership (Board policy governs here).

Dr. Paylo moved to approve CSPEL's governance document with the recommended amendments. Dr. Saunders-Smith seconded the motion. It was approved unanimously.

Dr. Howell noted that the changes to the Teacher Education governance document are somewhat limited. A revision occurred in the section addressing the assignment of field hours related to teaching load (11.4.7). He recommended clarification of the second bullet on page 8 under TERG and upper-division courses regarding the capping of enrollment. Bullet 3 will require more discussion with the parties involved. Dr. Howell recommended adding: "Pre-clinical course work with field supervision requires further discussion to ensure parity of workload with other courses. The Dean and the department are committed to this goal."

Dr. Protivnak moved to approve Teacher Education's governance document with the recommended amendments. Dr. Williams seconded the motion. It was approved unanimously.

**Facilities Updates**

Two models of multi-charging stations were researched; both were over \$1,000 each. Additional outlets in the college will be another option. All renovations to the classrooms that were previously discussed have been completed. A bid has been requested to replace the stair treads in the West stairwell and paint the walls. The flooding that occurred earlier this semester on the third floor seeped to the second floor. Most all of the rooms that were affected will be recarpeted.

Dr. Williams added that the carpeting in Room 3405 is crunchy. Dr. Howell agreed that consultation on upgrades for that room is needed. He added that Youngstown Early College will not be utilizing classroom space in BCOE this summer. Dr. Protivnak noted that if funds are available, the combined office in Room 4101 needs painting and new carpeting.

### **Update and Discussion on Cisco Spark**

The site license for Cisco Spark was received just recently. We do not have a University-wide license for this, and anyone who intends to use it needs a license and training. The following individuals were suggested for licensure and training: Dr. Paylo, Dr. Briley, Dr. List, and Dr. Cummins. It was also recommended that Kristen Italiano receive training and a license for her use with professional development sessions for Project PASS. A future meeting is planned with the Liberty Schools to partner with them and utilize this technology.

Other technology issues were raised. Dr. Beese stated that she never has internet service and is unable to update pdfs, and Dr. Beese said that she needs a replacement for her Mac. After discussion about computer settings always being changed in the classrooms, Dr. Howell agreed that we should put together a plan (through Gene Soltis) to make sure that classrooms are monitored. It was also suggested that Dr. Matanin send a memo to part-time faculty to remind them to reset the computers before they leave.

### **Data Group and Retention/Success Initiatives**

Dr. Howell reviewed the data chart “Qualifications of BCOE students registered in FOUN 1501,” and indicated that the University is looking at retention across the board. Below or to the left of the black bar on the handout are conditional admits. If they are to the left of the bar, they almost never succeed. Sixty percent of those below the bar will not make it to upper division. Dr. Howell pointed out a few scenarios of ACT and high school GPAs with their probability of being admitted to upper division. The college recommends that those in the shaded areas participate in specialized programming to help them succeed. Sub-scores will be reviewed in conjunction with the FOUN 1501 grade; the FOUN 1501 grade is a powerful predictor of student success.

### **Adjournment**

With no further business to come before the Dean’s Advisory Council, the meeting adjourned at 11:56 a.m.

Respectfully submitted,

Christine Bidwell