

Faculty Assembly Minutes  
Monday, January 22<sup>nd</sup>, 2024 (1:00pm)

**Present:** Steve Abedon, Cynthia Callahan, Jamison Kantor, Dawn Kitchen, Phil Mazzocco, Kate Shannon, Amy Brunell, Joe Fahey, Molly Cavender, Heather Tanner, John Thrasher, Dennis Shaffer, Kelly Whitney, Mirel Caibar, Suma Robinson, Gabe Karns, Ozeas Costa, Eric Anderman, Del Lindsey, Tara Hines, Elizabeth Kolkovich, Carol Landry, Glenn Hartz, Faith Wyzgoski, Agus Munoz-Garcia, Donna Farland-Smith, Michelle Kowalski, Aaron Francis, Steven Lifer, Terri Winnick, Jaime Stima

**Guests:** Kidron Stamper, Veronna Drane

### **1. Approval of 12/7/23 Faculty Assembly meeting minutes**

A motion to approve the 12/7/2023 Faculty Assembly meeting minutes was made by Heather Tanner and seconded by Elizabeth Kolkovich. The minutes were approved with 17 votes in favor, 0 opposed, and 4 abstentions.

### **2. New OSU Mansfield Website, Presentation and Discussion**

Kidron Stamper, Marketing and Communications Specialist, provided a PowerPoint presentation. The new website has led to a sizeable increase in sessions and unique users, and a more than halving of page load times. Social media impressions were up as well. Note that the new Faculty/Staff link is near the bottom of the homepage. Information and templates regarding branding (logo, font, colors, style guide) is available at [brand.osu.edu](http://brand.osu.edu). We are strongly encouraged to use OSU-Mansfield-specific branding and logos.

The following questions and comments were made:

- The template for letterhead, and similar templates, should be more easily available in the Faculty/Staff Handbook.
- It was noted by several faculty that the Faculty Handbook is presently difficult to find.
- Dean Anderman noted that the faculty research page is very out of date. Faculty are encouraged to send in updates. --The A+ form submissions will be updated in the near future.
- One faculty mentioned being hesitant to fill out the A+ form because it mandates a recommendation regarding campus publicity. Can we choose to request no publicity or not ask the question?
- Would it be possible to allow host a meeting to collectively obtain feedback from Faculty?
- Would it be possible to make the Faculty Resources a separate site?

### **3. Veronna Drane, Career Services Coordinator: Introduction and Information**

Career services drop-in hours are Monday through Friday, 9am-4pm. Meetings and appointments can be scheduled via OnCourse. Career services offers career advice, resume workshops and reviews, cover letter workshops, and employer meeting opportunities. The Job and Internship Fair this year is March 25<sup>th</sup> from 3pm-5pm in the Campus Rec Center.

#### **4. Committee on Academic Misconduct (COAM)**

Amy Brunell provided information on COAM. The best way to conduct COAM is via email: [coam@osu.edu](mailto:coam@osu.edu). Faculty have 30 days to submit allegations from the time you become aware of the possible transgression, not the date of said transgression. Moving forward, we will not be submitting COAM cases through the Associate Dean's office. Faculty will be encouraged to report directly to COAM. However, a letter of support should be requested from Amy Brunell (copy Dawn Kitchen on this request). If you make allegations against a student, a witness needs to be present. Email notifications may be preferable. There is a sample email text when notifying a student of a COAM allegation in a related document circulated by Amy Brunell via email. Note that you cannot unilaterally penalize a student. The role as an instructor is to notify COAM of a concern, and to provide related evidence. All actions must be taken following a formal COAM process. If actions have not been decided prior to a grading period ending, an incomplete grade should be assigned, and an alternate grade (a *lapse grade*) should be entered assuming a penalty. In the event there is a COAM case that is not resolved by the end of the semester, the instructor should give an I and the lapsed grade (grade if there were no COAM allegations). COAM wants us to let the grade lapse in the event that the case is not resolved in time.

#### **5. Conard Renovation Ceremony**

There will be a ceremony on February 16<sup>th</sup>, 2024, marking the completion of the Conard Engineering facilities. The dean of the College of Engineering will be present as well as additional officials. More information will be forthcoming.

#### **6. Standing Committee Reports**

Time was allotted for standing committee reports and or questions from the Faculty Assembly. There were no reports or questions for the Professional Development Committee, Resource Stewardship, and Teaching and Learning. Regarding Student Support and Enrichment, Kate Shannon announced that the Student Research Frenzy will take place Tuesday, March 26<sup>th</sup>. Faculty were encouraged to send student presenter names to Kate Shannon.

#### **7. Senate Reports (reports attached at end of minutes)**

*Faculty Senate Report, Donna Farland-Smith:*

No report was given, but the Faculty Senate will meet for the first time this Thursday, Jan 25. A faculty member asked if Donna had any info about the SEI conversation and the corresponding survey? She replied, not at present, but an email has been sent and will to be followed up on.

*Arts and Science Senate Report, Heather Tanner:*

Heather reported that the A&S Senate is hoping to meet with State legislators who have sponsored SB3. The meeting would function to provide feedback to the legislation sponsors and gain additional information.

## **8. Dean's Report**

- New HR staff have been hired: Mandy Garver and Cameron Johnson. Contact info will be forthcoming.
- There is a new Director of Enrollment Services: Dianne Kenney.
- Spring enrollment is up between 8 and 9 percent. Columbus provided helpful support.
- We have a new full-time instructor in Engineering Technology: Juan Pablo Rincon.
- Please alert the administration if there are issues related to housekeeping.
- A Richland County Sheriff personnel is filling in on campus while Don Wallis is recovering from a medical issue.
- Dean Anderman clarified a misconception that OSU Mansfield does not receive indirect costs from grants. We can and do if the correct forms are completed. Also, please enlist the Dean's Office to advocate on your behalf with Columbus regarding indirect cost sharing.

## **9. Call for Officers for 2024/2025 Academic Year**

Faculty are encouraged to volunteer for Executive Committee positions for next year. Nominations, self and otherwise, can be sent to Jamison Kantor.

## **10. Dean Search: Feb 14 Review of Candidates**

Ryan Schmiesing or Kay Wolf should be contacted directly with questions about the search.

Dean Anderman suggested brainstorming questions that will be asked of interviewing Dean candidates, as well as strategizing what information that will be presented to them and how it will be framed. Dean Anderman suggested a balanced approach highlighting both challenges and opportunities.

There was support for setting up an in person pre-meeting and/or an online meeting space on Teams to discuss the Dean's search.

The meeting adjourned at 2:17pm

Minutes taken and prepared by Phil Mazzocco, Faculty Secretary.