

11/03/2025 (12:40 pm)
Executive Committee Minutes

Present: Amy Brunell, Cynthia Callahan, Kip Curtis, Joe Fahey, Dawn Kitchen, Michelle Kowalski, Del Lindsey, Phil Mazzocco, Andrew Mueller, Agus Muñoz-Garcia, Heather Tanner

1. Approval of the minutes from the last Executive Committee meeting

A motion to approve the minutes from the 10/06/25 Executive Committee (EC) meeting was made by Del Lindsey (second by Michelle Kowlaksi). The motion carried unanimously with 5 yes votes, 0 no votes, and 0 abstentions.

2. Discussion of proposed Pattern of Administration

The EC discussed a draft of the Dean Opal's proposed Pattern of Administration (POA) document. Associate Dean Dawn Kitchen began by providing a general overview of high-level changes relative to the existing POA. In many respects the POA is similar to the existing version. The *Introduction* and the *Mission* sections were not changed other than to be Senate Bill 1 (SB1) compliant. The *Organization of the Campus* was brought up to date with current practices and roles. The Dean and Director responsibilities were copied from previous Dean Norman Jones and an OSU Newark template. The roles of Associate Deans have been updated as explained in previous meetings and the organization and duties of the Executive Teams have been added into the document.

The EC then provided feedback on specific sections in terms of clarifying meaning or policy. Much of this discussion centered around specific policies relating to workload and faculty evaluation. Dean Opal is currently working on specific criteria for how to evaluate research, teaching, and service quality.

Some additional questions related to the proposed plan were as follows:

- Should the Campus Life Team have mandatory faculty representatives and should the Dean or the Faculty President make these assignments?
- Are we formally expected to be on campus a minimum of 3 days a week and will this be monitored and enforced?
- Can the expectations and responsibilities of Program Coordinators be made clearer?
- Can the document clarify how many hours a week are expected to be dedicated to Teaching, Service, and Research under various course loads, service responsibilities, and so on?

Dean Opal will continue to revise the document and incorporate feedback from a wide-variety of sources before formally presenting a final draft.

3. Discussion on the re-structuring of the committees and service load.

Faculty President Muñoz-Garcia presented two separate proposals to restructure standing committees. Although the EC did not have time to formally consider or discuss these policies. Each is presented in the Appendix to these minutes along with a corresponding explanatory statement from Agus. The proposal will be further considered at the next EC meeting.

With no further issues to discuss, the meeting adjourned at 1:45 pm.

*Minutes taken and prepared by Phil Mazzocco, Faculty Secretary.

Appendix

OHIO STATE MANSFIELD FACULTY COMMITTEE RE-STRUCTURE

To align with the new pattern of administration implemented by Dean Opal, we propose the re-structuring of the current committees. In this document you will find two proposals for the revision of the committee structure and the distribution of the service load among faculty.

The main goal that we want to accomplish with the new structure of the committees is to reduce the service load of faculty members and to make the distribution of the service load more equitable. We are aware that there are some “hidden” service tasks, not formally recognized under the committee structure. For example, program coordinators, *ad hoc* committees (for faculty awards), service in the P&T committees in departments, service in the departmental standing committees, etc. We will take all this into account at the time of assigning faculty to the standing committees, with the purpose of balancing the service loads of faculty members and spreading the duties among all of us in the fairest way possible. We have the commitment from the Dean that the reduction in the service load **WILL NOT** affect the evaluation of service done; excellence in the service duties, rather than quantity, will be the main criterion for evaluation. We will also try to increase the visibility of the service that faculty perform besides the standing committees, and for that purpose the service rubric will be modified and expanded.

For your information, we currently have a total of 26 TT faculty, but 23 are available for service. Out of those, 13 serve in the EC (six), as senators (two), or as program coordinators (five).

PROPOSAL #1

Two standing committees (PDC, and Curriculum and Programming Committee), formed by a minimum of three and four faculty, respectively.

EC with two added duties, and two senators, with same duties as now, for a total of eight faculty members.

Program coordinators with the same duties they have now, five TT faculty. There is a possibility of merging programs, so the number of program coordinators could be reduced to four.

Minimum total number of faculty assigned to service duties (not *ad hoc*): 20.

A. EXECUTIVE COMMITTEE

FACULTY MEMBERSHIP (all are voting members except Dean, Associate Deans and guests):

- Tenure Track Faculty (6); include the faculty president, vice-president, past president, secretary and two at large representatives (the two at large representatives could also serve as alternate senators, provided they can attend meetings online).
- **Dean Jason Opal, Associate Dean of Faculty Enrichment Amy Brunell, Associate Dean of Student Enrichment Cynthia Callahan and Senior Associate Dean Dawn Kitchen** (ex officio).

Duties as they are now, plus:

1. Review workload policy and reporting documents generated by the **Deans** with the goal of ensuring that they are in line with other regional campuses and Mansfield Campus's Mission and Values (<https://mansfield.osu.edu/about-ohio-state-mansfield/mission-andvalues.html>). This includes teaching workload patterns (among faculty in different fields, percentages taught by associated, etc.) and service. The committee will do that once a year, at the beginning of the academic year (*NOTE: Often, faculty will not have any agency on this issue. If there are concerns about the workload, they should be communicated to the Faculty president and discussed in the Executive Committee and Faculty assembly*).
2. At the request of the Ecolab Manager, provide input on applications for teaching, research and outreach based on campus resources, review proposals, and send recommendations to the Dean for final disposition, ensuring decisions are informed by the Natural Landscape Management Hierarchy Plan, the Resource Management Plan (<https://mansfield.osu.edu/assets/mansfield/Handbook/ResourceManagement.pdf>), and appropriate OSU staff as necessary. Projects reviewed may include capital planning, usage, or other plans that significantly affect the campus' natural or physical resources. Outdoor space use also requires Shared Services approval (<https://mansfield.osu.edu/assets/mansfield/Handbook/outdoorspace.pdf>).

B. SENATORS

FACULTY MEMBERSHIP:

- University senator (1). Duties as they are now.
- Arts and Sciences senator (1). Duties as they are now, but eliminate the requirement that the A&S senator has a second committee assignment.

C. PROGRAM COORDINATORS

FACULTY MEMBERSHIP:

- Tenure-track faculty (5). There is a possibility of merging English and History, and including Arts, and have a program coordinator of Arts and Humanities, instead of two coordinators for English and History, respectively. That will reduce the number of TT faculty to four.
- Non tenure-track faculty (3).

Duties:

1. Build course schedules.
2. Solicit proposed courses from faculty.
3. Perform annual reviews for the associated faculty and pertinent staff members.
4. Work with academic advisors to improve academic success of students and attend program meetings.
5. Work with appropriate staff and be the faculty representatives for orientation days, campus visit days, career service events, graduate student mixers, etc.
6. Produce program assessments periodically.
7. Other, specific tasks depending on the program.

D. PROFESSIONAL DEVELOPMENT COMMITTEE

Actionable charges:

1. Review faculty applications for Special Assignments and Faculty Professional Leave and recommend action to be taken by the **Dean** and the **Senior Associate Dean**. Review faculty applications for internal grants (e.g., travel) and recommend action to be taken by the **Associate Dean of Faculty Enrichment** (<https://mansfield.osu.edu/assets/mansfield/Handbook/proDevelopment/descDeadlines.pdf>). Care shall be taken that proposals are reviewed without bias based on applicant academic field, gender, race, stage in career, etc. All faculty need to follow PDC application protocols. The committee might claim a lack of sufficient expertise or other extenuating circumstances that compromise the evaluation of some proposals. In this case, the chair of the committee should appoint one or two *ad hoc* reviewers for the applications, who do not have to be necessarily active members of the committee.

2. Notify regular faculty in a timely manner of PDC deadlines. Periodically review PDC application forms. If the committee deems major changes are warranted, they should submit proposal to Faculty Assembly.

3. If requested by the **Associate Dean of Faculty Enrichment**, assist with promotion professional development experiences for faculty.

4. Assist the **Associate Dean of Faculty Enrichment** to identify and nominate faculty for university and outside awards.

5. Identify and nominate faculty for the Excellence in Scholarship Award and the Excellence in Service Award.

MEMBERSHIP (all are voting members except Associate Deans and guests):

- Tenure Track Faculty (**minimum of 3**); include men and women at different career stages, from different academic areas (arts and humanities, education, math/natural sciences, social and behavioral sciences). If possible, assign faculty who are ineligible for the Excellence in Scholarship and Excellence in Service awards.
- **Associate Dean of Faculty Enrichment Amy Brunell** (ex officio).

E. CURRICULUM AND PROGRAMMING COMMITTEE

Actionable charges:

1. Provide faculty representatives to the Student Scholarship Committee (chaired by the **Associate Dean of Student Enrichment** or designee).

2. Coordinate broader faculty input for those scholarships that require it (McLeod, Scott, Faculty/Staff, Academic Excellence). Provide names of recipients to public relations staff and the **Associate Dean of Faculty Enrichment**.

3. Advise **Dean** and **Senior Associate Dean** on curricular matters including but not limited to a) current and long- range program planning; b) current and long-range distance education planning; c) possibilities for expansion and creation of additional programs.

4. Make recommendations to the Executive Committee regarding curricular staffing requirements for the next academic year by late winter, if possible. Should the **Dean** disagree with the committee's recommendations, she/he will meet with the committee and attempt to reconcile the differences. If differences persist, the **Dean** shall address the issue at a Faculty Assembly meeting before she/he takes final budgetary action.

5. Work with appropriate staff and the **Campus Life Team** to promote faculty-staff building events, such as Career service events, Black History month, Women's history month, Latino history month, Constitution Day, etc.

6. Identify and nominate faculty for the Excellence in Teaching Award.

MEMBERSHIP (all are voting members except Associate Deans and guests):

- Tenure Track Faculty (**minimum of 4**); include men and women at different career stages, from different academic areas (arts and humanities, education, math/natural sciences, social and behavioral sciences). If possible, assign faculty who are ineligible for the Excellence in Teaching award.
- Associated faculty (0-2)
- Academic Advisors (1-2)
- Students (0-2)
- **Associate Dean of Faculty Enrichment Amy Brunell, Associate Dean of Student Enrichment Cynthia Callahan, and Senior Associate Dean Dawn Kitchen** (ex officio).

F. AD HOC SERVICE

1. Promotion and tenure committees.

2. Peer Evaluation of teaching.

3. If requested by any of the **Deans**, give input or participate in campus activities, such as suggest artists and scholars we could invite to campus the following academic year to give academic-focused public presentations, research and community frenzies, etc.

PROPOSAL #2

Three standing committees (PDC, Curriculum committee and Campus life and awards committee), formed by a minimum of three faculty each.

EC with same duties as now plus one item, and two senators, as now, for a total of eight faculty members.

Program coordinators with the same duties they have now, five TT faculty. There is a possibility of merging programs, so the number of program coordinators could be reduced to four.

Minimum number of faculty assigned to service duties (not *ad hoc*): 22.

A. EXECUTIVE COMMITTEE

FACULTY MEMBERSHIP (all are voting members except Dean, Associate Deans and guests):

- Tenure Track Faculty (6); include the faculty president, vice-president, past president, secretary and two at large representatives (the two at large representatives could also serve as alternate senators, provided they can attend meetings online).
- **Dean Jason Opal, Associate Dean of Faculty Enrichment Amy Brunell, Associate Dean of Student Enrichment Cynthia Callahan and Senior Associate Dean Dawn Kitchen** (ex officio).

Duties as they are now, plus:

1. Review workload policy and reporting documents generated by the **Deans** with the goal of ensuring that they are in line with other regional campuses and Mansfield Campus's Mission and Values (<https://mansfield.osu.edu/about-ohio-state-mansfield/mission-andvalues.html>). This includes teaching workload patterns (among faculty in different fields, percentages taught by associated, etc.) and service. The committee will do that once a year, at the beginning of the academic year (*NOTE: Often, faculty will not have any agency on this issue. If there are concerns about the workload, they should be communicated to the Faculty president and discussed in the Executive Committee and Faculty assembly*).

B. SENATORS

FACULTY MEMBERSHIP:

- University senator (1). Duties as they are now.
- Arts and Sciences senator (1). Duties as they are now, but eliminate the requirement that the A&S senator has a second committee assignment.

C. PROGRAM COORDINATORS

FACULTY MEMBERSHIP:

- Tenure-track faculty (5). There is a possibility of merging English and History,

and including Arts, and have a program coordinator of Arts and Humanities, instead of two coordinators for English and History, respectively.

- Non tenure-track faculty (3).

Duties:

1. Build course schedules.
2. Solicit proposed courses from faculty.
3. Perform annual reviews for the associated faculty and pertinent staff members.
4. Work with academic advisors to improve academic success of students, and attend program meetings.
5. Work with appropriate staff and be the faculty representatives for orientation days, campus visit days, career service events, graduate student mixers, etc.
6. Produce program assessments periodically.
7. Other, specific tasks depending on the program.

D. PROFESSIONAL DEVELOPMENT COMMITTEE

Actionable charges:

1. Review faculty applications for Special Assignments and Faculty Professional Leave and recommend action to be taken by the **Dean** and the **Senior Associate Dean**. Review faculty applications for internal grants (e.g., travel) and recommend action to be taken by the **Associate Dean of Faculty Enrichment** (<https://mansfield.osu.edu/assets/mansfield/Handbook/proDevelopment/descDeadlines.pdf>). Care shall be taken that proposals are reviewed without bias based on applicant academic field, gender, race, stage in career, etc. All faculty need to follow PDC application protocols. The committee might claim a lack of sufficient expertise or other extenuating circumstances that compromise the evaluation of some proposals. In this case, the chair of the committee should appoint one or two *ad hoc* reviewers for the applications, who do not have to be necessarily active members of the committee.
2. Notify regular faculty in a timely manner of PDC deadlines. Periodically review PDC application forms. If the committee deems major changes are warranted, they should submit proposal to Faculty Assembly.
3. Provide a faculty representative, at the request of the Ecolab Manager, to provide input on applications for **research** based on campus resources, review proposals, and send recommendations to Executive Committee and the **Dean** for final disposition, ensuring decisions are informed by the Natural Landscape Management Hierarchy Plan, the Resource Management Plan

(<https://mansfield.osu.edu/assets/mansfield/Handbook/ResourceManagement.pdf>), and appropriate OSU staff as necessary. Projects reviewed may include plans that significantly affect the campus' natural or physical resources. Outdoor space use also requires Shared Services approval (<https://mansfield.osu.edu/assets/mansfield/Handbook/outdoorspace.pdf>).

4. If requested by the **Associate Dean of Faculty Enrichment**, assist with promotion professional development experiences for faculty.

MEMBERSHIP (all are voting members except Associate Deans and guests):

- Tenure Track Faculty (**minimum of 3**); include men and women at different career stages, from different academic areas (arts and humanities, education, math/natural sciences, social and behavioral sciences)
- **Associate Dean of Faculty Enrichment Amy Brunell** (ex officio).

E. CURRICULUM COMMITTEE

Actionable charges:

1. Provide faculty representatives to the Student Scholarship Committee (chaired by the **Associate Dean of Student Enrichment** or designee).
2. Advise the **Dean** and the **Senior Associate Dean** on curricular matters, including, but not limited to a) current and long- range program planning; b) current and long-range distance education planning; c) possibilities for expansion and creation of additional programs.
3. Make recommendations to the Executive Committee regarding curricular staffing requirements for the next academic year by late winter, if possible. Should the **Dean** disagree with the committee's recommendations, she/he will meet with the committee and attempt to reconcile the differences. If differences persist, the **Dean** shall address the issue at a Faculty Assembly meeting before she/he takes final budgetary action.
4. Provide a faculty representative, at the request of the Ecolab manager, to provide input on applications for **teaching and outreach** based on campus resources, review proposals, and send recommendations to Executive Committee and the **Dean** for final disposition, ensuring decisions are informed by the Natural Landscape Management Hierarchy Plan, the Resource Management Plan (<https://mansfield.osu.edu/assets/mansfield/Handbook/ResourceManagement.pdf>), and appropriate OSU staff as necessary. Projects reviewed may include capital planning, usage, or other plans that significantly affect the campus' natural or physical resources. Outdoor space use also requires Shared Services approval (<https://mansfield.osu.edu/assets/mansfield/Handbook/outdoorspace.pdf>).

MEMBERSHIP (all are voting members except Associate Deans and guests):

- Tenure Track Faculty (**minimum of 3**); include men and women at different career stages, from different academic areas (arts and humanities, education, math/natural sciences, social and behavioral sciences)
- Associated faculty (0-2)
- Academic advisors (1-2).
- Students (0-2)
- **Associate Dean of Faculty Enrichment Amy Brunell, Associate Dean of Student Enrichment Cynthia Callahan, and Senior Associate Dean Dawn Kitchen** (ex officio).

F. CAMPUS LIFE AND AWARDS COMMITTEE

Actionable charges:

1. Identify and nominate faculty for the Excellence in Teaching Award, the Excellence in Scholarship Award, and the Excellence in Service Award.
2. Assist the **Associate Dean of Faculty Enrichment** to identify and nominate faculty for university and outside awards.
3. Coordinate broader faculty input for those scholarships that require it (McLeod, Scott, Faculty/Staff, Academic Excellence). Provide names of recipients to public relations staff and the **Associate Dean of Faculty Enrichment**.
4. Work with appropriate staff and the **Campus Life Team** to promote faculty-staff building events, such as Career service events, Black History month, Women's history month, Latino history month, Constitution Day, etc.

MEMBERSHIP (all are voting members except Associate Deans and guests):

- Tenure Track Faculty (**minimum of 3**); include men and women at different career stages, from different academic areas (arts and humanities, education, math/natural sciences, social and behavioral sciences). If possible, assign faculty who are ineligible for at least two of the three faculty Excellence awards.
- Associated faculty (0-2)
- Academic Advisors (1-2)
- Students (0-2)
- **Dean Jason Opal and Associate Dean for Faculty Enrichment Amy Brunell** (ex officio)

G. AD HOC SERVICE

1. Promotion and tenure committees.
2. Peer Evaluations of Teaching.

3. If requested by any of the **Deans**, give input or participate in campus activities, such as suggest artists and scholars we could invite to campus the following academic year to give academic-focused public presentations, research and community frenzies, etc.