

12/02/2025 (12:40 pm)
Executive Committee Minutes

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

Excused: Michelle Kowalski

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

A motion to approve the minutes from the 11/03/25 Executive Committee (EC) meeting was made by Heather Tanner (second by Kip Curtis). The motion carried unanimously.

2. Dean's Updates

Dean Jason Opal provided the following updates:

- Work continues on the Pattern of Administration (POA) and Appointments, Promotion, and Tenure (APT) documents. The POA has been widely distributed and final revisions are in progress. The APT revision will be ongoing throughout the school year. To date, it has been made SB1 compliant.
- Senate Bill 1 (SB1) requires mandatory annual reviews, including after tenure. The actual process from the point of view of faculty will not change significantly. All faculty will now be submitting annual review materials using Interfolio. SB1 also mandates the use of standardized rubrics, and these are still in the works. It is anticipated that the date of annual review material submissions will be somewhere in the range of late January 2026. Various academic units and departments are still determining their respective processes.

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

Faculty President Agus Muñoz-Garcia previously presented two separate proposals to restructure standing committees. Although the EC did not have time to formally consider or discuss these policies in previous meetings, the related document was sent to the EC to process prior to discussion and consideration.

The committee discussed whether Program Coordinators would have responsibility for performing annual reviews for aligned Associated faculty. One idea was to create a guideline for the maximum number of annual reviews for which a Program Coordinator would be responsible in a given term. One committee member suggested that no more than five annual reviews be assigned to a Program Coordinator per term.

The committee also discussed whether or not Program Coordinators should receive automatic course releases, or whether course releases should be determined on a case-by-case basis?

Heather Tanner made a motion (seconded by Kip Curtis) to move forward with Proposal 1 (see Appendix), with the assumption that additional modifications be made based on feedback from the full Faculty Assembly. The motion carried unanimously.

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

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-and-values.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.