

Faculty Assembly Minutes
Tuesday, December 9, 2025 (12:40pm)

Present: Dawn Kitchen, Phil Mazzocco, Heather Tanner, Amy Brunell, Mirel Caibar, Terri Winnick, Mollie Cavender, Del Lindsey, Carol Landry, Agus Munoz-Garcia, Steve Abedon, Terri Bucci, Faith Wyzgoski, Donna Farland-Smith, Kate Shannon, Ozeas Costa, Dennis Shaffer, Tara Hines, Jason Opal, Andy Kinney, Kip Curtis

Excused: Joe Fahey, Cynthia Callahan

1. Approval of the minutes from the last Faculty Assembly meeting

A motion to approve the minutes from the 11/17/25 Faculty Assembly meeting was made by Mollie Cavender (second by Glenn Hartz). The motion carried with 12 yes votes, 0 no votes, and 3 abstentions.

2. Questions Regarding End of the semester committee reports

Teaching and Learning Committee (TLC)

The topic of Artificial Intelligence (AI) fluency and curriculum was discussed.

The divisional Deans have been charged by the Provost to ensure that every student be “fluent” in AI before graduating. AI-related integrations cannot be handled solely by the TLC. TLC will, however, be offering two brownbags during Spring semester on AI topics. Dean Opal stated that many people and entities would be working on this issue in the coming months and years.

There is a website on the AI initiative: <https://oaa.osu.edu/ai-fluency>. Also, the Arts and Science Senate is looking into the topic. Send questions and concerns to Arts and Sciences Senate representative, Heather Tanner.

3. Discussion of the Pattern of Administration (POA)

A final proposed POA document was presented to the faculty for discussion and critique. In general, Dean Opal expressed a desire to have the campus work in a more integrated and efficient fashion, and particularly with less ad hoc faculty work required. Many of the changes were aimed at addressing this vision. There were also changes related to addressing University policies and guidelines (e.g., Senate Bill 1).

Clarifications regarding SA, FPL, and course release policies were requested—particularly with respect to how these policies would relate to teaching percentages.

There was also a discussion regarding faculty workload. One issue was the mandatory minimum of 60% of efforts aimed at teaching (a Columbus policy). This leaves a maximum of 30% to dedicate to research and suggests that the research contributions and aspirations of regional campus faculty are being undervalued.

Heather Tanner moved to endorse the POA with suggested amendments (seconded by Glenn Hartz). The motion carried unanimously.

4. Discussion of the proposal for the re-structure of the standing committees and service load (see Appendix).

The Executive Committee discussed a proposal for re-structuring the standing committees and service loads. These changes are proposed to take effect at the beginning of the next academic year (AU26).

Agus provided an overview and summary of the proposal discussed and favored by the Executive committee.

Subsequent discussion yielded the following points:

There is not a lot of support for combining the English and History program coordinators.

A faculty member wanted to note that Hiring, Promotion and Tenure, Peer Evaluation of Teaching are not components of Standing Committees yet may impose significant demands on faculty – especially if the faculty body expands in the future.

One faculty member noted that all Program Coordinators do not have the same responsibilities and that the roles of Program Coordinators should be clarified within the new proposal.

The meeting adjourned at 1:45pm.

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 reducing the number of program coordinators to four, if we combine programs (History, English and Arts).

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

The program coordinators will be led by **Senior Associate Dean of Academic Programming Dawn Kitchen**.

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. If requested, work with appropriate staff and the **Campus Life Team** to promote faculty-staff building events (for example, Career service events).

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.