

Faculty Assembly Minutes
Tuesday, January 27, 2026 (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, Ozeas Costa, Dennis Shaffer, Tara Hines, Jason Opal, Andy Kinney, Kip Curtis, Joe Fahey, Cynthia Callahan, Blake Wagner, Jaime Stima, Steven Joyce, Sergei Chmutov, Jamison Kantor, Gabe Karns, Glenn Hartz

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

A motion to approve the minutes from the 12/09/25 Faculty Assembly meeting was made by Phil Mazzocco (second by Kip Curtis). The motion carried with 15 yes votes, 0 no votes, and 3 abstentions.

2. Committee reports

Standing committees were given an opportunity to report activities to the Faculty Assembly. The only announcement was that the Resource Committee is hosting a research talk with Ronny Barbosa for February 11 during common hour.

3. Dean's report

Dean Jason Opal provided several updates to the Faculty Assembly:

A. Ongoing Searches

Dean Opal provided updates on three ongoing hiring searches:

- Academic Advisor position.
- Administrative Assistant position who will function as a front-desk manager for Reidl 104 and will cover Advising, Enrollment, and Financial Aid related tasks.
- Enrollment Director for Mansfield and Newark Campuses, who will report up to Diane Kanney who is the Director of Regional Campus Recruitment Strategies & Initiatives.

B. Enrollment/Retention

Enrollment is higher this Spring than the Fall, in part because we are excelling at retaining students. Excelling in retention aligns with Provost priorities of retaining more students than peer universities. In that respect, first-generation students seem particularly at risk, as well as students who engage with the campus and support services later and higher-need students.

C. Capital Projects

In addition to ongoing major facility repairs, the campus is proposing a \$600k investment in major renovation of the Student Union.

4. Interfolio updates, Senior Associate Dean Dawn Kitchen

Faculty were informed that the Faculty Activity Report component of Interfolio would not be used for reviews this year. Instead, Faculty were asked to wait until they received an official email informing them that an Interfolio case had been opened for them. Faculty will be responsible for providing the following materials via Interfolio:

- Annual Review Materials (regular activity report, service activities, etc.)
- SEIs and SSLEs. For SEIs upload all documents/comments. For SSLEs, at present the comments are not downloadable, but this is being reworked
- Other TIU materials (cv, etc.)

5. Discussion of the proposal for the re-structuring of the standing committees and service load

By the end of the semester, it is hoped that the Faculty Assembly can vote on and approve a restructuring of the standing committees and service load policies. The Faculty Assembly was asked for feedback on a proposal under consideration (see Appendix).

Agus informed the Faculty Assembly that current Program Coordinators will be contacted individually to construct a list of Program Coordinator duties, responsibilities, and overall workload. The floor was then opened for questions and feedback.

- A faculty member mentioned that a mere release from a standing committee would not sufficiently counter the workload necessitated by being a Program Coordinator. This member proposed that a course release may be warranted.
- Another faculty member asked, in terms of ad hoc service, will program coordinators being required to do ad hoc service?
- A faculty member directed attention to the following section of the proposed document and asked for clarification regarding who precisely would have meaningful on curricular staffing (e.g, Program Coordinators?)

In the Proposal under CURRICULUM AND PROGRAMMING COMMITTEE

*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.*

- A faculty member suggested we focus on the general structure of the proposal first and then focus on specific details later.

- A faculty member asked, should we lower the minimum faculty members needed on standing committees in light of the small size of our Faculty body.

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 a proposal 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. At the time of assigning faculty to the standing committees we will have the purpose of balancing the service loads of faculty members and spreading the duties among all of us in the fairest way possible. We are also working on modifying and expanding the service rubric to align that with the new structure and assignment of the service loads.

For your information, we currently have a total of 26 TT faculty, but 23 are available for service. Out of those, 6 (six) serve in the EC, 2 (two) as senators (two), and 5 (five) as program coordinators.

PROPOSAL

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. Advising student clubs.
4. If requested by any of the **Deans**, give input or participate in campus activities, such as suggesting artists and scholars we could invite to

campus the following academic year to give academic-focused public presentations, presentations at research and community frenzies, admissions or recruitment events, etc.

5. Attendance (not participation) to campus events:
 - a. Job talks
 - b. Brown bags
 - c. Research talks
 - d. Research frenzies
 - e. Community frenzies
 - f. Gallery openings
 - g. Plays
 - h. Campus recreation events (for example, movie nights)
 - i. STEAM events
 - j. Community and involvement fair
 - k. Others (Black history month, etc.)