

Faculty Assembly Minutes
Monday, February 23, 2026 (12:40pm)

Present: Dawn Kitchen, Phil Mazzocco, Heather Tanner, Terri Winnick, Mollie Cavender, Del Lindsey, Carol Landry, Agus Munoz-Garcia, Steve Abedon, Ozeas Costa, Dennis Shaffer, Tara Hines, Jason Opal, Kip Curtis, Cynthia Callahan, Steven Joyce, Jamison Kantor, Glenn Hartz, John Thrasher, Kate Shannon, Joe Fahey, Michelle Kowlaski

Excused: Amy Brunell

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

A motion to approve the minutes from the 1/27/26 Faculty Assembly meeting was made by Heather Tanner (second by Phil Mazzocco). The motion carried with 9 yes votes, 0 no votes, and 2 abstentions.

2. Committee reports

Standing committees were given an opportunity to report activities to the Faculty Assembly.

- Teaching and Learning: Steve Abedon reported that Teaching and Learning have not yet met in person, but two brownbags on the topic of Artificial Intelligence are being planned for this semester.
- Professional Development Committee: Dennis Shaffer reported that the committee was considering a how-to video to help faculty navigate Tableau. Also, Dennis reported that there is no longer a form to be completed for the \$1000 research funds or the \$300 noncompetitive funding. Instead, faculty will simply make such funding requests directly through Tableau.
- Student Support: John Thrasher reported that the committee was working on student awards and scholarships. He noted that faculty are still encouraged to nominate students for these awards.
- Resource Stewardship Committee: Carol Landry reported that Visiting Professor Ronny Barbosa gave an excellent presentation on Feb. 11. The talk was titled "Insights on Integrating Spatial Analysis, Spectroscopy and Machine Learning in Natural Sciences."

3. Dean's report

Dean Jason Opal provided several updates to the Faculty Assembly:

- 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. For next year's enrollment (AU26) we are projecting to be substantially up in first-choice applicants, but down in optioned applicants. A faculty member asked if we are

engaged in contingency planning in case we see a substantial rise in enrollment (in terms of course planning, housing, etc.) in AU26. Dean Opal responded that we are indeed planning for that contingency.

- The Appointments, Promotions and Tenure (APT) document: The APT document continues to be revised. Dean Opal and the Dean team are working on simplifying/clarifying the document to the extent possible. Special attention is being paid to the categorization of service activities.
- Army ROTC Proposal: The Army ROTC program approached Mansfield and Lima with a proposal to offer a military leadership class. This might then be extended to a full ROTC addition to any other major. Courses would be taught by ROTC personnel. We would potentially benefit from students taking other classes who might not otherwise attend our campus without the ROTC tie-in.

4. Senior Associate Dean Dawn Kitchen

Senior Associate Dean Dawn Kitchen provided information and/or updates to the Faculty Assembly:

- Visitor policy for classroom visits: Students can audit a class for a fee, but they will not be allowed to later take the course for credit (giving them a potential unfair advantage. To request permission for a one- or multiple-time classroom visitor, please contact Dawn.
- No one should have more than one case on Interfolio. If you are tenure-track or clinical faculty, your TIU should have initiated a case for you. Dawn makes the cases for Associated Faculty. Anyone teaching for multiple campuses should notify Dawn and she will include the associated campus on your case.
- The Provost-visit discussion board is open and will remain open until a week prior to the April 3rd visit. Please post comments and questions. Responses will be analyzed and concatenated.
- Engineering Discovery Days will take place on April 17th. This event is relevant for recruitment because students will learn that they can complete the first year of any engineering degree here on our campus.
- The Master Fall schedule is currently being finalized. Faculty are encouraged to request overload teaching assignments during AU26, although no guarantees can be made.
- Additional renovations to Conard are planned contingent upon funding.

5. Associate Dean Cynthia Callahan

Associate Dean Cynthia Callahan provided information and/or updates to the Faculty Assembly:

- Several student awards are not well-funded. Faculty are encouraged to consider donating specifically to these awards. A faculty member inquired about having local companies sponsor some of these awards. Cynthia responded that Cindy Wood is actively pursuing these kinds of funding.
- Student classroom concerns: You are encouraged to complete the course-wise semesterly requests via OnCourse. However, when a concern crops up in between these requests, please still use OnCourse to report them. This takes some burden off advisors, formally documents the instance in OnCourse, and automatically sends the student an email regarding the concern.

6. Proposal for the re-structuring of the standing committees and service load

The Faculty Assembly considered a motion from the Executive Committee regarding a re-structuring of the standing committee structure (see Appendix for full text of proposal).

A faculty member inquired about whether Program Coordinators would be given automatic courses releases under the new Proposal. Response: They will not be asked to be on another standing committee, but the course release policy will be handled separately.

Heather Tanner called the question. The results were as follows: 13 yes, 1 no, 3 abstentions. Hence, the motion passed.

The meeting adjourned at 1:45pm.

Minutes taken and prepared by Phil Mazzocco, Faculty Secretary.

Appendix

OHIO STATE MANSFIELD FACULTY PROPOSAL FOR COMMITTEE RE- STRUCTURE

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

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.

Minimum total number of faculty assigned to service duties (not *ad hoc*): 19.

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 (unless the A&S senate does not meet during the academic year, for any reason).

C. PROGRAM COORDINATORS

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

FACULTY MEMBERSHIP (as of Feb 2026):

- Tenure-track faculty (5).
- Non tenure-track faculty (3).

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. If requested, 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**); when possible, 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 potential hires 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 3**); when possible, 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).