Approval of Agenda: Approved

Approval of December minutes: Approved

Announcements
- Kevin Engle: Please remember to give towards the scholarship established in memory of Russ Wilson. We need to build it up and hopefully will be able to reward students next year.
- Jane Fink: Introduced Julie Hartzler, Disability Specialist & Services Coordinator. Her office is in B112 if you need anything.
- Gordon Holly: Introduced Rebekka Reusser, Academic Advisor II. She came from International Advising at Akron. Her office is in lower a-wing if needed.

Written Reports

Akron Campus
- Faculty Advisory to the President (D. Johanyak): No Report
- Faculty Advisory to the Provost (T. Vierheller): The committee discussed concerns connected to the Curriculum Proposal System. This included permission validation which has impacted the ability of Wayne College to be active in the new proposal system. Other recommendations included the ability to handle minor edits differently than content (that is, minor edits may be made without causing a proposal to restart the approval process), allow for multiple users at one time in read mode, summer activity related to spring submissions, and making the system more intuitive for the users. The committee will be reviewing basic institution information related to IPEDS data (part-time, full-time, administrators, etc. per FTE) at the next meeting. The committee discussed of need for an individual with faculty rank to facilitate academic online innovation. Connected to online innovation, other issues discussed included the following: the nature of the UA website and marketing the programs, issues with the current IT infrastructure in supporting development, assessment of learning, and problems with student identification for online courses.
- Staff Employee Advisory Committee (A. Haynes): There was an Akron Campus staff meet and greet that five people attended. They are looking to move the date in hopes of more participation. Nominations will be in February. Planning to do the staff event at the Akron Aeros game again this year. First SEAC newsletter went out in January. A welcome email will be sent to new staff employees informing them of SEAC and directing them to the newsletter.
- Contract Professional Advisory Committee (C. Pleuss): CPAC met on December 17 and will meet again on January 28. Next month’s meeting will be on February 25. The CPAC Survey was distributed and the responses are currently being compiled. Thank you to everyone who filled out the survey. We received a sizable number of responses once the survey was sent out a second time. To view meeting minutes and other information, please visit the CPAC webpage at: http://www.uakron.edu/cpac/.
- Faculty Senate (D. Gatzia): No Report

Akron Report Questions: No questions or comments

Wayne Campus
- Institutional Effectiveness (M. Lerch): The Committee met on December 13 and January 16. The Committee discussed the strategic plan reporting meeting on December 13 to see how the reporting might be improved. Overall participants felt the process was valuable and the dialog would be beneficial to the entire College. There are hopes that with an improved strategic plan reporting process the meeting would be able to be held earlier and more members from the college might attend. The HLC Reporting and Monitoring subgroup reported the progress being made on the required monitoring report on the program review process due to the HLC by July 1, 2013. Members of the Committee will be attending the
HLC national conference in April and will be seeking additional information on changes to the accreditation process and reporting expectations. The Strategic Plan / Wayne College Goals Process subgroup reported the progress on holding focus groups to improve the strategic plan process. Results from the Leader’s Group, Community, and College-wide focus groups will guide discussions on a new strategic plan process. This subgroup is working very closely with the Continuous Improvement Committee. The Performance Indicators subgroup has not met yet this semester, but will be focusing on identifying indicators required for meeting requirements from Vision 2020, the college strategic plan, the HLC, and the State of Ohio. The Governance / Administrative Model subgroup made minor updates to the document to reflect current practice (moving the Athletics, Counseling, and ADA areas under Enrollment Management) but other administrative reporting structure changes are not planned at this time due to the nature of the interim administration. The subgroup recommended that two new standing committees be formed (TLC and Diversity) while discussions are still ongoing regarding a standing committee to incorporate the Academic Assessment and Curriculum Work Groups with HLC reporting functions. The approved minutes from the December 13 minutes (summarizing the strategic plan administrator reports) and the draft minutes form the January 16 meeting are available on SharePoint. The next meeting is scheduled for Wednesday, February 13 at 830am in C129.

- College Well Being (J. Roncone): No report
- Continuous Improvement (N. Whitsel): Meeting January 22 to learn and practice fish one diagram. The February meeting will consist of videoing brain storming, SWOT and process analysis to be placed on share point to be accessible to College when needed. The committee was involved in January 23 strategic planning process meeting with community members.
- Contract Professionals (J. Lawrence): No Report
- Staff (A. Haynes): Next meeting will be Wednesday, February 6 at 2pm in room A224.
- Faculty (P. Weinstein): No Report
- Associated Student Government (J. Hunter): ASG met briefly last Tuesday, January 22. The meeting consisted of discussing the events for the International Festival scheduled for January 30 & 31. We also have a blood drive scheduled for February 11 from 9am to 3pm.
- College Council (N. Sapienza): All committees reported and gave their updates (as noted on this agenda) at the meeting on Friday, January 25. Enrollment is steady with where we were at this time last year: 2,297 students and 18,642 credit hours – 3 less students and 39 less credits. As of Monday, January 21, Akron was down 4-5%, which is huge. This presents serious budget challenges. They are very happy that we have continued to hold our own. The science labs renovation and road project are both on schedule to begin in the spring. The labs will be out of commission for the summer, but courses will be offered using Orrville High School’s new science labs. We are in the early stages of searching for four new fulltime tenure track faculty positions. The budget process for FY14 is underway and our goal is to be consistent with past tradition in making sure we are building in enough budget contingencies. Institutional Effectiveness proposed a few changes to the governance document. There were not enough members present for a quorum so it was tabled to take a vote at the next meeting on February 8. The meetings currently scheduled for College Council following the College Meetings will remain on the schedule, but will only meet on an as needed basis – determined by College Council members.

Wayne Report Questions:
- Amy Haynes added an additional staff meeting on Thursday, February 7 at 2pm in A135. Would like to get as many staff to attend one or the other staff meeting next week. The first is Wednesday, February 6 at 2pm in A224.
Strategic Plan Structure/Process (M. Lerch/N. Whitsel): Today we will be talking about revising how we go through the process to come up with the plan and report on the plan. We will not be talking about the plan itself. This initiative is coming out of Institutional Effectiveness. We have a subgroup that has been working on this initiative. We have learned that with the given structure and process it needs some tweaking. We have had a focus group with the Leaders Group and with community members. The visual aids (attached at the end of the minutes) were presented to the College. These visuals give a summary/overview of the recommendation to the College for the new structure and process.

All in attendance were divided into 3 groups to gather feedback on the following questions 1) What do you like about the proposed structure/process? and 2) What do you see as challenges or concerns with the proposed structure/process?

Group 1 Facilitators: Ann Martin, Sarah Morrow

Likes/Positives
- Ongoing
- Annual
- Accountable
- More input from everyone
- More communication
- Everybody knows what they are doing
- Less arrows (Alan)
- Whole college/university wide

Concerns/Challenges
- Another process we go through and nothing happens – not sure where it goes
- How many trees will be lost? (Alan)
- Department heads – affect the most
- Department head makes the whole department feel involved
- Akron’s timeline
- How to implement the goals
- Too many goals
- How long process is – too short?
- Communication/University wide – departments/different campuses

Group 2 Facilitators: Maureen Lerch, Nan Whitsel

Likes/Positives
- One year goals good – academic year
- Progress of goals at end of year
- Adds accountability
- Have a record for HLC

Concerns/Challenges
- Time commitment for submitters
- Coordination goals crossing over responsibilities
- Need synergy
- Busy
- Too much to accomplish in a year
- Buy-in
THE UNIVERSITY OF AKRON WAYNE COLLEGE MEETING MINUTES

Meeting of Friday, February 1, 2013 - 9am - Auditorium

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- Constant updates, attention, massaging
- It comes with a price
- Prioritizing – too many balls in the air get dropped
- Can’t be everything to everyone
- Make sure it doesn’t become tactical
- Community needs to be involved in the planning
- Need to prioritize
- Maintain high degree of focus while being responsive to trends
- Revise, revisit, renew

Group 3 Facilitator: Tim Vierheller

- Accountability – important positive step up
- Frequency of change
  - Strategic: not changed as often
  - Tactical: does not change more often
- Idea is 3-year aspect but revisited every year
- How much do people know about the plan?
- How is it shared?
- How do we know people are aware of it?
- How it is perceived?
- Simple & user friendly
- Some do not have a seen direct link
- Visibility of plan is important – only 20% of group even read it
- If kept too big picture and more casually shared and understood

Administrative Updates

- Student Services & Enrollment Management/Dean’s Office/Business Operations (G. Holly): Spring enrollment was pretty good. 2,296 students (2,292 last year), 18,619 credits (18,597) – we are flat for the most part. Out budget for next year has been reviewed and discussed. Will continue to look at a flat budget for next year and basing it on flat enrollment. We need to do at least as well in enrollment as we did this year. (Dan Deckler: It is predicted that the number of high school students will decrease over the next decade. This will increase our challenges ahead of us.) Our retention has been higher this semester than previous semesters. That is important and where everyone comes into play. We need to get them here and keep them here.

  Paul Weinstein: Given that our summer enrollment was not very good, do we have a marketing plan to increase enrollment this summer?

  Gordon Holly: Yes, we will do some new advertising and will also have a few classes offered during the 3-week intercession. There was not any financial aid last summer and then the change in the schedule both worked against us last year. We are also offering 3.0 GPA continuing students the opportunity to apply for a summer scholarship.

  Dan Deckler: We have to be careful with our summer offerings. They are to be designed to help students’ progress through their degree program and not just to offer classes that students will take just for faculty to make load and get paid over the summer. We will be scrutinized more so this summer than in the past.

  The road construction will begin in April and the new entranceway will hopefully be complete for fall semester with electronic signs. It will be a very good addition to campus.
Our dean search is going on. We will begin reviewing applications mid-February. All faculty searches were also kicked off last Friday. We will continue to move the searches forward as fast as we can. Our goal is to have these 4 new faculty members begin in the fall.

- **Academic Affairs (D. Deckler):** The social service baccalaureate program will be offered down here and is doing well through the DL. The chemistry and biology labs renovation will happen this summer. Russ Pugh has one week to get everything moved out of the labs. The last 2-3 weeks of this semester will be crazy towards the end. The b-wing lounge will be a temporary storage area for the summer. The fire doors will be coming down for that purpose. So please be tolerant and patient over the summer. The chemistry and biology courses will be offered at the new Orrville High School labs. The labs renovation is scheduled to be complete 2 weeks prior to the fall semester starting. It will be a tight fit, but we will do the best to make it all work.

Questions: None

Unfinished Business: None

New Business: None

Good of the Order/Adjournment
- Meeting adjourned at 9:55am

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**Attendance**

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