



Meeting Minutes  
Monday, 24 March 2025  
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**Leadership present:** Chair Edward Dauterich; Secretaries Therese E. Tillett, Joanna Liedel, Jennifer S. Kellogg, Amy Nuesch, Christa N. Ord, Kristi M. Kamis

**Administrators present:** Interim Associate Provost Scott C. Sheridan; Deans Peggy Shadduck, Deborah F. Spake

**Faculty present:** Professors Alan A. Brandyberry, Richard L. Mangrum, Athena Salaba, J K. Vick; Associate Professors Brian R. Barber, Michael J. Ensley, Michael R. Fisch, Samuel Kim, Bethany G. Lanese, Abe G. Osbourne, JD Ponder, Pamela L. Stephenson; Assistant Professor Christopher W. Totten; Lecturer Olivia B. Krise

**Faculty not present:** Professors Karen Gracy, Robert D. Jewell, Steven N. Rugare; Associate Professor Jonathan F. Swoboda; Assistant Professors Tinyuan Guan, Yuening Zhang; Senior Lecturer Tracy A. Laux; Associate Lecturer Shelley K. Marshall; Lecturer Lisa M. Davis

**Guests:** Sonia Alemagno, Alicia Crowe, Chris Dorsten, Susan Emens, Amirhossein Jabbari, Robert Jewell, Ebone Jones, Jill Kawalec, Emily Metzgar, Stephen Mitchell, Dirk Remley, Amy Reynolds, Hollie Simpson, Kathy Spicer, Deirdre Warren, Sharon Wohl, Cathy Zingrone, Melissa Zullo

Chair Dauterich called the meeting to order at 3:20p.m., on Monday, 24 March 2025, via Microsoft Teams.

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## **I. Approval of Minutes**

### **A. Meeting on 17 February 2024**

Dean Shadduck made a motion to approve, and Associate Professor Osbourne seconded the motion.

With no comments or corrections, the minutes passed unanimously.

## II. Subcommittee Reports

### A. Undergraduate Policies Council

[VIEW THE PRESENTATION](#) | [SLIDE PDF](#)

Co-chair Liedel showed and discussed the undergraduate policies the Undergraduate Policies Council (UPC) has and will work on. The committee has been working on the Dismissal Appeals policy. It has been put out for feedback to the university community. The council has been refining the process from what happens in each college to a central committee that is overseen by the Provost Office who dismiss students from the university. The central committee would be comprised of faculty from all colleges and campuses. The UPC developed a rubric as a way to see how it works in reality. It has been giving good feedback. Several colleges use it in the fall and spring. The council's hope is to put together a whole suite of dismissal policy updates that can be brought forward hopefully in the fall. The Graduation policy was put out for feedback the prior week. The recommended changes included clean up to make it more readable and accessible for students. The biggest change is to remove the late fee, because Kent State has not been charging that fee for a considerable number of years. The council has been reviewing the Academic Standing policy in between review of other policies and has been making updates. The council is considering changing the name from Academic Probation. It went out for feedback to various groups, and it will be going to student groups for feedback. They have heard the name has a judicial and negative connotation. People seem to be interested in Academic Alert and Academic Warning. Academic Probation is still on the table. The council will also need to discuss this with the graduate side to ensure there is no confusion. Grade Point Average (GPA) is currently being finished up with Graduate Policies Council (GPC). UPC hopes to have it out for a 15-day feedback. The council is not changing GPA calculation, but they are looking at making the policy more readable. For the Incomplete Mark, there was not a problem with it. It could, however, use some tweaking and updating. The review on that policy was tabled to later discuss process with the Registrar's Office. The Transfer of Undergraduate Credit policy has gone through the 15-day feedback period and EPC will be hearing from UPC next meeting on the policy updates. The Course Numbering System only needs clean up and will be passed to GPC for review. It should come out for a 15-day feedback soon. Grading Policies and Procedures needs updated format, FAQ's and will be coming out for a 15-day feedback soon. The council will be working on the Dismissal, Appeal and Reinstatement policy for the rest of the semester. Student data was recently pulled for the council to review.

## III. Policy Proposals Review

### A. Action Items

#### College of Podiatric Medicine

**1. Clerkship Schedule Type – Revise schedule type description and name to Rotation to be published in the Curriculum Guidelines for purposes of scheduling and determining credit-to-contact ratio (fall 2025)**

[VIEW THE DISCUSSION](#)

Professor and Division Head of Preclinical Sciences, Jill Kawalec, explained that the Podiatric Medicine students enter rotations when they get clinical experience in either Kent State clinics, clinics in the area or out of state clinics. They do this in their third and fourth year. The third

year students are in rotations every morning, Monday through Friday and Wednesday afternoon. Monday, Tuesday, Thursday and Friday afternoons they are in didactic classes. Fourth year students are in rotations all day. Basically, 40 contact hours per week. Recently, the college had a site visit from the accrediting body. They had some concerns about how the credit hours were defined for third year rotations. The third-year rotations were classified as Clinical Laboratory. Whereas the fourth-year rotations were classified as Clerkship. Both resulted in four credit hours. The third-year students are in rotation for less time than the fourth-year students. However, both were receiving four credits. The accreditation team has some concerns about that. To reflect this properly, the college is proposing to revise the Clerkship schedule type by changing the name to "Rotation" and defining credit to contact hours for third and fourth year. The reason for the title change is that third years take rotations and fourth years take rotations and clerkships. The only difference is that a clerkship is a type of rotation. Students apply for their clerkships through the American Associate of Colleges of Podiatric Medicine, and they get assigned clerkships. Changes were made to the schedule type to clarify the information about clerkships. The college is also proposing to change the credit to contact ratio for third year rotations. The college would like to award two credit hours as opposed to four to reflect the 28 clock hours the students experience. Rotations and clerkships typically comprise nine mandatory months and one optional month in the fourth year. Plus, three additional rotations in addition to the clerkships. The college would like to award four credit hours as they have done in the past. This is more reflective of students being in rotation for less time in the third year as opposed to the fourth year. The college is proposing these changes to be in alignment with their accrediting body. The college believes it is more accurate to call them both rotations with the same description.

Dean Spake made a motion to approve, and Associate Professor Ponder seconded the motion.

With no comments, questions or concerns, the item passed unanimously with three abstentions.

#### **IV. Program Proposals Review**

##### **A. Action Items**

##### **College of Public Health**

##### **1. Community Health Worker Supervision - Undergraduate Certificate**

##### **Establish program to be offered online only (*fall 2025*)**

##### [VIEW THE DISCUSSION](#)

Dean Alemagno stated that the College of Public Health has a six-credit hour sequence which allows students to sit for the Ohio Accredited Community Health Worker certificate. Most of these programs in Ohio are continuing education programs. Kent State's is for credit. It is offered online. The college does not give the certificate. Students who go through a certified course sequence can apply to the state of Ohio and are granted the certification. The college received \$400,000 in grants for scholarships to create Community Health Workers. There have been 150 students trained so far. Their major employers are hospitals, health departments and non-profits. As the years have gone by, the employers are now asking for the next level of

training. With that, the college is proposing an online undergraduate certificate in Community Health Worker Supervision. This is based on a survey of employers and alumni. The college is proposing four course beyond the Community Health Worker courses. They are a course in leadership, management finance and professional practice which employers feel should be focused on health, ethics and training. Employers feels this is an important part of the career trajectory of the Community Health Workers program and for retention. The college has a grant pending and should hear tomorrow which would fund the first group of Community Health Worker Supervisors in the program. The college is proposing this based on the need. There are no new courses. All of the courses are already part of the Bachelor of Science in Public Health—Health Services concentration. The college has the capacity int hose classes. No additional resources are needed.

Dean Shadduck motioned to approve, and Associate Professor Fisch seconded the motion.

Secretary Tillett asked if the other program is considered a microcredential or if the college would consider turning it into a certificate.

Dean Alemagno said no, because it is only six credits, and they are not the ones who award the certification. The state of Ohio gives out the certificate to be a certified Community Health Worker. A microcredential could be discussed. Right now, the reward for doing the six-credit hour sequence, which includes internship, is the certification from the state of Ohio.

Secretary Tillett asked if the college planned on still offering the six-credit hour sequence.

Dean Alemagno said yes since it is in demand. The individuals that go through this tend to be working adults with a GED or high school education. The six credit hours came from them becoming guests. That is why the college did it that way. Hospitals felt that when an employee is enrolled in a for-credit program, they are often more likely to be retained for employment.

With no further questions, the item passed unanimously.

## **2. LGBTQ+ Public Health - Graduate Certificate** **Suspend admissions (*spring 2026*) and inactivate program (*fall 2026*)**

### [VIEW THE DISCUSSION](#)

Associate Dean Zullo explained that the LGBTQ+ certificate was established in the fall of 2023. While the program saw enrollment, it was overwhelmingly Kent State students. Three were outside Kent State. The online partner has had a really difficult time marketing the certificate. The college has marketed to all Pride clinics across the country as well as going to conferences to market it. The college has not seen the enrollment take off like they had hoped. In addition, the program lost the instructor who developed it. At this time, the college would like to suspend admission for spring 2026 and inactivate it for fall 2026 unless they can get another instructor to take it over.

Associate Professor Ensley motioned to approve, and Dean Spake seconded the motion.

With no questions or comments, the item passed unanimously.

**3. Public Health - Undergraduate Certificate  
Inactivate program (fall 2026)**

[VIEW THE DISCUSSION](#)

Associate Dean Zullo explained that the college would like to inactivate the Public Health Undergraduate Certificate due to low enrollment. There were a total of six students since fall of 2023. Two of those were Kent State students.

Associate Professor Fisch made a motion to approve, and Associate Professor Ensley seconded the motion.

Chair Dauterich said the program looked like it was popular but dwindled down. He asked if there was a lack of students or if something changed where something else was being offered.

Associate Dean Zullo said she would have to look at the historical data, but it is very possible that it was a combination of mostly Kent State students who do not need the certificate since all the courses in the certificate are in the major.

With no further questions, the items passed with one abstention.

With no further questions or comments on the agenda items, the meeting adjourned at 3:56pm.

Respectfully submitted,

*Christa N. Ord*

Christa N. Ord  
Operations and Special Projects Coordinator, Curriculum Services  
Office of the Provost