

March 29, 2011 DEANS' COUNCIL Meeting Minutes

Attendance: Mike Cron, Steve Durst, Fritz Erickson, Don Green, Julie Coon, Reinhold Hill, Robin Hoisington, Michelle Johnston, Ron McKean, Leah Monger, Dave Nicol, Bill Potter, Robbie Teahen, Kim Wilber

Fritz Erickson opened discussion on the topic of including adjunct faculty names in the commencement ceremony program. After discussion concluded, it was decided to include names of the adjunct faculty who have taught during that specific academic year.

Reminder: Inform staff members to include adjunct faculty member names who have taught during the specific academic year to be published in the Commencement Ceremony Program.

Fritz Erickson distributed a document containing information on enrollment including course capacity numbers and asked the Deans to review official course capacity and term capacity since those numbers do not always match.

Action: Kim Wilber will send an electronic version to the deans who will review under- and over-capacity numbers with information regarding official course capacity and term capacity (include information for course sections whose official cap/term cap do not match, i.e., “follows approved workload agreement.”)

Kim Wilber distributed a document that identified Summer 2011 course enrollment as of March 2011. New FFA Contract guidelines were discussed.

Action1: Kim will send a revised spreadsheet with additional columns added; Deans to review workload policies/practices.

Action2: Completed information is due to Kim by April 1.

Robbie Teahen distributed a draft proposal for compensation of adjunct instruction required by staff and administrators. Discussion points included importance of the college going through normal course assignment procedures with tenured and tenure-track faculty members prior to assigning a course to an administrator or staff member; how current flex-time arrangements could be made with the administrator or staff assigned a course; how approval must be received from the dean of the area where the administrator/staff member is employed if outside the college where the course would be offered.

Action: Robbie will send an electronic version of the draft policy to the Deans for further input.

Fritz Erickson discussed the internal faculty salary review process. Due to the change in the faculty contract, the VPAA's timelines have been adjusted this year to give the faculty as much time as possible to submit requests.

Action: Submit requests to Kim Wilber.

Kim Wilber stated that the Study Abroad course enrollment date has been extended to April 1st at 5pm.

Over

Leah Monger raised a concern regarding IT cost shifting for FLITE. Discussion began on issues involving a strategic plan for academics and IT, staffing issues and the need for student-oriented systems management. Fritz asked that further discussions wait until the E-MAT committee recommendations have been identified. He will discuss IT issues with VP Scoby.

Roundtable:

Fritz Erickson gave an update regarding the academic structure review and said that the core team is now going through phase 2 of the structure review. A retreat has been scheduled on Saturday, April 2nd to review recommendations.

Fritz stated that a search will be organized for a director of the VPAA's grants office and asked for names of faculty volunteers to serve on a search committee for this position.

Steve Durst announced that Rose Baran has received the recognition of earning her MBA fellowship, and Curtis Smith has earned recognition of "Pharmacist of the Year." He announced that a timeline has been established for the 25 Michigan Project, and the College of Pharmacy is currently in its first stage of strategic planning. Consultants have met with the college this week.

Mike Cron said that the local Lions Club members recently met for dinner in the MCO building. Student volunteers hosted and toured 45 members through the building.

Reinhold Hill noted that renovations for Williams Auditorium will create an appropriate place for people to gather.

Michelle Johnston announced that Paul Blake is working on a partnership with Charter Schools, and that plans are in place for a TEAC accreditation consultant to visit the COEHS.

Bill Potter discussed a complex challenge regarding honors student applications and current physical limiting functions. He also discussed the challenges that deaf and hard of hearing students have when they are not able to physically be present, and passed along a recommendation from the Educational Counseling and Disabilities Services Office that all campus departments and services set up and monitor a departmental e-mail address and publish it in their communications.

Leah Monger plans to celebrate the upcoming National Library Week.

Ron McKean noted that many companies attended the recent job fair and he was happy to learn that there were many job openings available for graduates. He also announced that the recent Rube Goldberg high school competition was a success; 13 teams, including ones as far as way as Georgia and Texas, attended the competition. He also discussed the April 13th and 14th Michigan Energy Conference.

Don Green was happy to announce the rising enrollment trends for the different sites and expressed thanks to faculty and advisors who attend open houses at the different locations. He was pleased to

state that international enrollment is up 40% for the coming academic year. He discussed the Criminal Justice program and asked for feedback on a plan for course delivery including face-to-face, mixed delivery and online delivery. He was also pleased to announce plans for two to three non-sports related summer camps.

Julie Coon stated that plans are in place for the development of an endowed scholarship in honor of Ellen Haneline. She also stated that Allied Health's "Best Practice Day" has been scheduled on April 21st.

Robbie Teahen distributed information regarding the upcoming visit from the HLC team. The final schedule is being organized and Lotus Notes calendar invitations will be sent as the meeting schedule is finalized.

Kim Wilber stated that she has been working on a Web Focus Report that would allow the replacement of some summer faculty PAFS with a spreadsheet.

Robin Hoisington discussed the importance of including dean secretaries in routine emails as cc's to the Provost's Office, which will help keep the dean secretaries in the loop and will help assist the deans in their routine daily tasks.

Respectfully submitted by Robin Hoisington