

Tuesday, May 24, 2011 DEANS' COUNCIL Meeting Minutes

Attendance: Mike Cron, Kim Hancock for Steve Durst, Don Flickinger, Cheryl Cluchey for Don Green, Julie Coon, Robin Hoisington, Michelle Johnston, Ron McKean, Leah Monger, Van Edgerton for Dave Nicol, Bill Potter, Karen Strasser, Kim Wilber, and guest Steve Stratton

Guest Steve Stratton, General Counsel Office, gave an update on the non-tenure-track faculty bargaining process.

Draft Policy – Computing Tuition Waiver Credits for Hourly Adjunct Employees

Don Flickinger began a discussion on the need to identify a policy regarding computing tuition waiver credits for hourly adjunct employees. Discussion points included the need to include lab hours in the computation, clarify paragraph 5 on the policy, as well as word the policy to include adjunct staff in addition to adjunct faculty.

Action: Kim will revise the policy and send it to the deans for further review.

Commencement Issues

Don discussed commencement and noted that due to the fact that we have outgrown our graduation ceremony space, it is now time to review the possibility of organizing additional commencements, (i.e., official hooding ceremonies, masters-level ceremonies, etc.). This is only a discussion point at this time since no promises have made for extra ceremonies, but it is time to review this need.

Action: Review possibilities and report back to Don Flickinger at the next DC.

Another discussion point regarding graduation is the opportunity for development of an electronic graduation application. The student would begin the process by completing a web-based document and would need to clear for graduation by an established deadline to be allowed to walk in his/her commencement ceremony. The deans were all in agreement with the electronic application document and concept and Don will report this back to the offices developing the prototype application.

Summer Semester 2011

Don reviewed the start-up of this year's summer semester and noted that there seemed to be a smoother start-up this summer due to the new system. The draft FFA Agreement deadlines will be in effect for next year.

Action: Robin Hoisington will request copies of the draft FFA Agreement for the Deans.

Salary Equity Process Update

Don Flickinger gave an update on the faculty salary equity process and said that appeals to the Provost were due on Friday May 20, 2011. The Provost's Office has now reviewed all appeals and has begun preparing letters to notify faculty the status of appeals and salary equity awards. Salary equity awards become effective July 1, 2011.

Accounting “Carry-Over” Funds Process

Kim Wilber discussed Academic Affairs' funding carry-over process and outlined why a separate ORG exists to hold carry-over monies. Colleges should not spend designated carry-over amounts on typical day-to-day classroom or office items because the purpose of carryover funds is to hold them

for special projects and equipment. Accounts will be reviewed to ensure that Supply and expense (S&E) accounts are being exhausted in an appropriate manner prior to use of carry-over reserves.

Phase-4 Budget Reduction Update

Kim Wilber began a discussion on Phase-4 budget reductions and Deans Council members reviewed information. Kim noted that if a few items identified as “pending” do not occur, some reallocations will take place. She will keep the deans updated. A general discussion began on the reasoning behind benefit dollars remaining in vacant position lines. Kim will bring back information from the Budget Office to share with Deans' Council members. She was thanked for her organization of the Phase 4 budget reduction summary.

Academic Organization Review Update

Don Flickinger distributed a handout showing the most current modifications in the academic organization review and said that Provost Erickson presented an overview of the entire academic structure concept to the Academic Senate on Monday, May 16, 2011. One modification made to the proposed organization, the location of the Social Work Program, is now TBD until more discussions take place. The academic senators supported the organization concept unanimously. Provost Erickson also indicated that this concept will not be implemented by this coming Fall Semester, but that the colleges should take this time to conduct a review of their own internal structures for further discussions. Don also indicated that the Provost's Office is now reviewing their internal structure. The deans will be kept apprised. Don said that the Provost's Office is reviewing the processes for beginning national searches for deans of FLITE and the College of Pharmacy.

Student Successes/Retention – Summer Summit

Bill Potter began a discussion regarding Provost Erickson's charge to the deans to establish a systematic organization of data to document their student successes and retention efforts. They will need to gather data and do a self-audit in preparation to share findings at the Deans/Academic Leadership Council Summit planned this summer semester.

The final goal will be to establish action plans for student success/retention to be shared at a best-practices session planned for faculty during the FCTL faculty week activities scheduled this August.

Bill outlined the Provost's request to establish a plan to consistently measure student successes by using statistics. As a part of this plan, deans will need to identify where they find success/retention challenges and how they plan to remedy them, as well as explain the reasoning behind the successes they find.

Bill distributed a draft document entitled “Model Academic Outcomes Dashboard” created to assist them in their self-audits and said that they can use this form to input types of data that they believe will most suit their specific retention and successes. They can also indicate on the form if they cannot locate specific information as well as indicate “N/A” if a particular measure does not apply to their college.

Action: Provost's Office will email a copy of the Model Academic Outcomes Dashboard document for the deans' use.

Action: Deans' Council will begin an email-dialog with Q/A so that information can continue to flow since this project must begin now instead of waiting for discussion at upcoming Dean's Councils.

Action: Identify 1-2 students who would be willing to participate on a panel as a part of the Faculty Week Retention Program.

Mike Cron reminded everyone of the upcoming Michigan College of Optometry building dedication to be held on Wednesday, June 8th.

Don Flickinger was pleased to announce that Rich Goosen, Professor of Product Engineering Technology, was honored at a recent luncheon for nominees of the 2010 Distinguished Professor of the year that was organized by the Presidents Council State Universities of Michigan (PCSUM)

Respectfully submitted by Robin Hoisington