

# September 13, 2011 DEANS' COUNCIL Meeting Minutes

---

**Present: Mindy Baumgartner, Julie Coon, Mike Cron, Steve Durst, Fritz Erickson, Don Flickinger, Don Green, Robin Hoisington, Michelle Johnston, Ron McKean, Leah Monger, Dave Nicol, Bill Potter, Karen Strasser, Robbie Teahen, Kim Wilber**

## **Academic Communications and Special Events Coordinator**

Mindy Baumgartner, our new Academic Communications and Special Events Coordinator, was introduced and welcomed to the Deans' Council. Former Academic Affairs staff member Gretchen Spedowske's position was redirected for this hire.

## **Open Positions Review**

Bill Potter reviewed justifications for three positions (College of Allied Health Educational Counselor and two Educational and Career Counseling Center Educational Counselor positions). After discussion, it was decided to ask Bill and the deans to review positions and strategies. Bill will plan to bring information back to a future Deans Council meeting.

## **Review and Discussion of Fall Semester Enrollment**

The Deans were asked to analyze their college's fall enrollments prior to this meeting and then to bring information with them and report over the period of several upcoming Deans' Council meetings. The intent of this discussion is to provide open dialog including ideas that could assist other colleges in creating their own enrollment strategies. Possible discussion points could include strategies to help a program that may have experienced significant decline, as well as an explanation regarding why a program saw significant enrollment growth and the possible implications of this growth on their college and strategies to manage it as they move forward.

Dave Nicol, Michelle Johnston and Julie Coon gave a brief overview of their college's enrollment statistics and provided supporting data. They also discussed what they felt contributed to the enrollment changes.

This topic will remain on future Deans' Council agendas so that open dialog and further enrollment strategies ideas can continue to be shared.

**Action:** Send supporting materials to Robbie Teahen. Continue to be prepared to provide and discuss an analysis of your college's fall enrollment.

## **Program Coordinators**

Ron McKean opened a discussion on program coordinator work load and how non-typical assignments could impact procedures and processes. Deans discussed their college's best practices in regards to recognizing the performance of tasks that could be defined as additional to their existing coordinator roles. For example, the College of Arts/Sciences provides extra incentives through professional

-OVER-

development opportunities. The College of Business has created opportunities for Program champions. At the end of the discussion, it was concluded that expectations for program coordinators are different in each college; program expectations are different and each college has its own unique nature.

### **Academic Honors Awards Reception**

Don Flickinger discussed the Academic Affairs' Honors Awards Reception where students are recognized for their academic achievements of maintaining a 3.5 and 4.0 GPA. Deans were asked for their input on this event regarding the continuing it as a reception versus an honors convocation, and if students should continue to be recognized for both 3.5 and 4.0 GPAs. Karen Strasser relayed her perspective of the importance of an awards event and questioned how special a student would feel by attending a reception versus a formal ceremony. She also shared some suggestions that could help celebrate student academic achievements. Don Green relayed that the reception model has made a great difference for the off-campus locations as they no longer needed to drive to campus to attend a convocation event. Several deans relayed that they host their own awards ceremonies in their colleges and also acknowledge their students' academic achievements by publishing their names on their Deans' lists. At the end of the discussion, suggestions included a survey being sent to the students asking if the Academic Honors event is meaningful to them, and asking the Student Government representatives for their thoughts about appropriate ways to recognize and honor their academic achievements.

**Action:** Mindy Baumgartner will discuss this issue with the Student Government President.

### **Draft FSU Information Technology Services Plan**

Fritz discussed the draft FSU Information Technology Services plan. Discussion included how to address and meet issues identified by the deans, identifying the utmost priorities, how to prioritize those needs within the plan and the need to discuss a collective decision as a division. John Urbanink is currently meeting with small groups of deans to discuss the draft IT service plan. This topic will be on the next meeting agenda to keep open dialog regarding the plan.

**Action:** John Urbanink or Jerry Scoby will be invited to listen to input from the DC at an upcoming Deans Council meeting.

### **Accreditation Site Visits**

Fritz noted that with more than thirty accreditation agencies whose teams visit campus, President Eisler's calendar can be pressed for time in attempting to meet with them. Therefore, Fritz asked that the college accreditation contacts work directly with the Provost's Office regarding the team visits. Fritz and Robbie will be available to meet with the accreditation teams and Robbie will also be available to assist with accreditation reports. If it is deemed crucial that Presidential Eisler's involvement is required at a site visit, contact Fritz and if it is decided that the President is required, Robin Hoisington is the liaison who will work with the President's Office regarding the schedule.

### **Staff/Administrator Compensation for Adjunct Instruction Policy**

The Academic Affairs policy regarding Staff/Administrator Compensation for Adjunct Instruction was distributed and reviewed.

### **FNTFO Negotiations**

Don Flickinger gave an update on the FNTFO negotiations.

**International Week**

Fritz encouraged attendance and support of the upcoming International Education Week activities. International Education Week is October 3-7, 2011.

**Roundtable Announcements**

Mike Cron announced that the Michigan Optometry Association Board recently met on campus and also had an opportunity to meet with the MCO students.

Bill Potter discussed the upcoming visit from Peter Hoesktra scheduled Tuesday, September 20<sup>th</sup>.

Don Green discussed the upcoming launch of the Entrepreneur Institute and the Academic Incubator branch of the Extended and International Operations.

Ron McKean announced the Tuesday, September 13<sup>th</sup> College of Engineering Technology student picnic.

Dave Nicol announced the Thursday, September 15<sup>th</sup> College of Business student picnic, and also said that the Hospitality Management students are scheduled to be at the November 17-19<sup>th</sup> Grand Rapids International Wine, Beer & Food Festival.

Dave also announced that the Information Security and Intelligence program faculty have been awarded an NSF grant for \$330,860 for a project named Digital Laser Microscopy Analysis of Active, Altered, and Damaged Media for Security and Digital Forensic Recovery. With funding from this grant, faculty plan to purchase a Digital Laser Microscope and High Speed (slow motion) video camera to be installed in newly created lab space.

Don Flickinger announced his retirement effective at the end of the spring semester 2012. He plans to work full time through the end of the fall semester, then go on a 50% reduced workload during the spring. A search process will begin in the next few weeks to find an Associate Provost. This individual will be able to work with Don over the spring semester.

Submitted by Robin Hoisington