

# DEANS' COUNCIL – PLANNING SESSION

## December 14, 2009 Meeting Summary and Action Items

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**Present:** Dave Nicol, Don Flickinger, Ellen Haneline, Don Green, Fritz Erickson, Greg Wellman for Ian Mathison, Leah Monger, Reinhold Hill for Matt Klein, Michelle Johnston, Robbie Teahen, Tom Oldfield, Bill Potter, Mike Cron, Kim Wilber

### **Summer Semester Discussion and Summer Semester Data Report (Handout) – Fritz Erickson**

Reviewed and discussed report. The deans discussed workload agreements and pointed out that some workload agreements contain language related to course capacities (CAPS) and some do not – it is not consistent across colleges. The group reviewed the Summer 2009 Data Report and discussed issues with enrollment numbers that appear to be in the Banner system. It was agreed that inconsistencies with Banner information should be addressed and resolved.

1. Face-to-face summer semester courses - discussion points:
  - Registration, as well as decisions for faculty teaching, should be done earlier. Summer issues can affect student schedules, summer rotation, and the due-date/timeline for scheduling to be inputted into the system.
  - Discussion ensued on use of summer CAPS versus using official Fall/Spring CAPS.
  - Remember to review unique situations (e.g., when administrators teach) on a case-by-case basis, including off-campus sections.
2. Online summer semester courses - discussion points:

It was agreed that now is an excellent time to review summer online sections. Summer semester offerings can comprise more than 50% of online sections. What is the best approach – should procedures be reviewed for possible immediate changes, or should we “look a few years down the road?” We need to review and “clean-up” official caps of both online and face-to-face course sections.
3. Discussed adjunct faculty.

### **Decisions and Action Items:**

1. Use official Banner CAPS for pay for face-to-face sections of Summer semester 2010.
2. All face-to-face summer sections with less than full enrollment (as defined in the FSU/FFA collective bargaining unit Agreement) will be paid on a pro-rata (not full pay) basis.
3. Online sections will remain as-is for this year. Review online sections for possible changes in enrollment practices.

**NOTE:** Requests for exceptions to either decision #1 or #2 above must be presented to the Provost for prior approval, and rationale and justifiable reasons must be included.

**Action1:** Kim Wilber will send a revised Summer Semester data report to each of the Deans.

**Action2:** Deans to review the Banner Data report that they received today’s meeting (12/14/09) and compare it to their own college enrollment data and point out inaccuracies, why they disagree, and the source of the information they have.

Review how many students were actually enrolled and what was paid.

List classes from last year and provide amount paid from Summer 2009 PAF paperwork.

Return all to the Provost’s Office by end of business on Wednesday, December 23, 2009.

**Action3:** Deans to review course capacities (Banner Caps) and correct/clean-up course caps via UCC course change forms and send them to the UCC for approval via normal approval processes/procedures.

Discussion turned to summer semester program coordination and how it should be handled.

**Action:** Due to time constraints at this meeting, it was decided that future discussions will include summer semester program coordination. Discussions should begin after the first of the year.

### **Planning –Fritz Erickson**

Fritz is working on the planning templates and he will email them to the Deans when they are ready.

### **SPARC Progress Report – Michelle Johnston**

Michelle Johnston began a discussion on the latest progress report and indicated that Leonard Johnson is taking over the role as committee chair of SPARC.

Discussion turned to college curriculum committees and the concern that curriculum proposals continue to be returned to the faculty unapproved due to course assessment and outcomes being incomplete or not being written to appropriate standards.

Discussion points:

- Having a Faculty Center-sponsored TracDat workshop available for college curriculum committees would help the committee members better understand how to input learning outcomes and course assessments in curriculum proposals/changes.
- Having the UCC send a courtesy note to the Deans informing them of non-approved curriculum changes (as they are returned unapproved) to the faculty would help the colleges better understand why they remain in an unapproved status.

**Action:** Don Flickinger will forward UCC minutes on to Deans on a regular basis.

### **Budget Challenges – Fritz Erickson**

Due to current State-level budget challenges, reductions are forecasted to change from 2% to 5%-10%, so be prepared for discussions regarding additional budget challenges at Ferris after the first of the year. Additionally, there are no forecasts of buyouts at this time.

Discussion turned to enrollment. Fritz indicated that the colleges need to continue to review and monitor enrollment closely, as well as continue to work on sustaining growth areas.

Meeting adjourned.

Respectfully submitted by Robin Hoisington