

## Tuesday, April 17, 2012

# DEANS' COUNCIL MEETING MINUTES

---

**Present:** Mindy Baumgartner, Paul Blake, Julie Coon, Mike Cron, Steve Durst, Don Flickinger, Don Green, Paul Blake for Michelle Johnston, Andy Karafa, Ron McKean, Leah Monger, Dave Nicol, Bill Potter, Karen Strasser, Robbie Teahen, Kim Wilber

**Guests:** Dan Burcham, Vice President for Student Affairs and Sara Dew, Director of Financial Aid

### **Satisfactory Academic Progress (SAP) for Financial Aid**

Sara Dew shared information regarding the satisfactory academic progress (SAP) for financial aid. Since the time between now and summer semester is very short for the appeal/evaluation process, Sara stressed the importance of having deans identify a contact for their colleges who will be available to evaluate appeals. Students who need to appeal will be contacted by Financial Aid and directed to their deans offices. The college contact will assist by filling out an appeal form for the student. It is also very important that final grades are reported on time as “no grades” reported does play a part in the students’ financial aid SAP progress as it relates to their financial aid.

Sara will work to communicate information to the deans in May after the SAP process is run. After this time a WebFocus report will be available for deans to identify who has been suspended in order to assist them to be proactive. Further, a report will be provided to the deans for students who are not meeting the degree progression requirement; again to assist them in being proactive. This is anticipated to be available the week of April 23.

The SAP Program Audit Form will be available in MyFSU under Faculty Services/advising tools the week of April 23. This is not a new form, but its availability in MyFSU is a new delivery method. Students who are not meeting the degree progression requirement will be instructed to contact their academic adviser who will be required to complete the SAP Program Audit Form.

Sara also discussed the situation for the coming summer, effective July 1, as it relates to Pell grant and student loans. Sara also agreed to work on providing a document including major changes that have taken place for student loans. The Deans’ Council members expressed thanks to Sara for attending the meeting to share information that will help the colleges to be better prepared for the upcoming satisfactory academic progress.

### **Recruiter Transition Proposal**

Dan Burcham distributed information on the recruiter transition proposal, outlined the reasons for the proposed changes and asked for feedback from the Deans’ Council. Dr. Burcham will take the Deans’ Council members feedback to his team and will plan to share more information at a future Deans’ Council. The estimated timeline for decision-making on the proposal is planned for August.

### **F11023 Tenure-track Mechanical Engineering Technology/Energy Systems Engineering Faculty Position**

Ron McKean presented rationale for the replacement of F11023 tenure-track Mechanical Engineering Technology/Energy Systems Engineering faculty position that will be vacant upon Tom Hollen’s retirement.

**Over**

At the conclusion of the discussion, the Deans' Council vote was unanimous for the college to move ahead on replacement of this position contingent upon including the requirement of a PhD (or ABD) as a minimum qualification on the position posting as well as requiring a degree completion requirement by a certain specified (month/day/yr) date upon a faculty member's hire.

**Research Advisory Committee (RAC) Subgroup Recommendations**

Karen Strasser discussed the Research Advisory Committee (RAC) subgroup's recommendations regarding the distribution of indirect costs. She discussed the factors that lead to the proposed changes and asked for feedback from the DC members. Discussion began on how grant indirect costs are calculated. At the conclusion of the discussion, the DC members agreed with the proposed changes.

Karen also encouraged attendance at the upcoming "Research Renegades" meeting/social scheduled on Tuesday April 24<sup>th</sup> from 3-5PM in the Rankin Art Gallery.

**Division of Academic Affairs' Core Organizational Changes Implementation**

Don Flickinger led a discussion regarding implementation of the Division of Academic Affairs' core organizational changes. The Board of Trustees approved the changes effective July 1, 2012 and therefore, budgetary changes (i.e., affected FOAPs, etc.) should be worked on now in order to be prepared by July 1<sup>st</sup>. However, existing office supplies (i.e., letterhead stock with former college names, etc.) can be used until supplies are exhausted before new stock is ordered. Mindy Baumgartner distributed a form designed to help create as much of a focused restructure implementation as possible. Use this form when notifying University Advancement and Marketing of required changes to printed marketing material and on Websites in relation to the reorganization. The form is labeled "Assessment of college's print/website needs to accommodate reorganization." **Action:** Mindy asked that all completed forms be returned to her by Friday, April 20.

**FSU Video Player Strategy**

Paul Blake distributed a draft document outlining the "FSU Video Player Strategy," a policy under which VCR and DVD/VCR combination devices will not be replaced if they break. Departments have the option of replacing them with Blu-ray disc players. Access more information on this policy from <http://www.ferris.edu/HTMLS/tatfsu/technicalstandards/VCRsunset.htm>

The site also provides a database that allows faculty and classroom schedulers to search the technical capacities of each classroom on campus.

**Hazardous Substance Awareness Committee Update**

Paul Blake gave a brief update on the Hazardous Substance Awareness Committee. Plans are in the works for a student intern to work toward identifying academic labs and potentially hazardous materials within them.

**FSU Advising Guide**

Paul Blake discussed the FSU Advising Guide Drop/Add Period section. To emphasize the importance of students being officially registered for classes, the sentence "Students who are not registered for a class(es) will NOT be allowed to attend class(es)" will be included.

**Faculty Awards Celebrations**

Mindy Baumgartner discussed the upcoming Faculty Awards Dinner scheduled the evening Tuesday, April 24. Plans are in the works for a Faculty Celebration Ceremony in during the professional week activities in August.

**Roundtable**

Julie Coon discussed the Student Academic Affairs Director position in the College of Health Professions (formerly named College of Allied Health) which the college plans to post in the Fall Semester.

One-time funding numbers will be announced.

Robbie Teahen discussed the HLC and talked about the need to continue working on assessment data. Robbie also gave a brief DCCL update.

Ron McKean discussed the recent Michigan Energy Conference and announced upcoming student projects/competitions including the Human Powered Vehicle national competition that will be hosted by Ferris.

Respectfully submitted by Robin Hoisington