

**Ferris State University  
Deans' Council  
March 11, 2008  
8:30 a.m.**

Present: Richard Cochran, Don Flickinger, Ellen Haneline, Reinhold Hill, Michelle Johnston, Dave Nicol, Tom Oldfield, Bill Potter, Tracy Powers, Roberta Teahen  
Guests: Mike Cooper

Higher Learning Commission

Mike Cooper is co-chair of the Steering Committee. He distributed information that gave a brief overview of the process and criteria, the committee structure, composition and representation, the developing timeline for the study. He also gave a brief update on the Annual Meeting that will be held in April and the people from Ferris who will attend. It was suggested that the President's and Deans' Councils have access to the website as the report is being developed

Assessment Academy Plan

Tom Oldfield reviewed the plan prepared by the committee who attended the Academy Roundtable in Lisle, Illinois, February 20 – 22, 2008. This plan is progressing. They plan to have an Assessment Retreat this summer.

Support for Adjunct Faculty

The university is reviewing pay and possible benefits for adjunct faculty. A committee to review this is being formed. Don Flickinger will chair the committee. They would like to have a representative from each of the colleges, with the exception of Arts & Sciences having two representatives on the committee. Please let Don know by the end of this week who will serve on the committee. Other members of this committee include Steve Stratton and Warren Hills.

Draft Counselor Position Description

Tom Oldfield will provide the deans a copy of the Draft Counselor Position Description this week for their review.

Early Registration

Early registration will start March 24, 2008. Don Flickinger reported that Information Technology personnel will be available when registration opens at 6:00 a.m. so the registration goes as smoothly as possible the first day.

Course Incomplete Form Cleanup

Don Flickinger distributed copies of this form to everyone present. He talked about the changes made to the form, and asked this information be shared with the department heads. There was a discussion on how to handle electronic grade books for faculty when they leave the university. Academic Affairs policy states we will keep gradebooks on file for one year after the course is completed. Don Flickinger was directed to find resolution for electronic gradebooks and where they would be housed.

### Repeat a Course Policy

Don Flickinger distributed copies of this for everyone present to discuss the changes to the policy.

### Japanese Visitors

Roberta Teahen announced that a delegation from Otemon Gakuin University will be on campus Thursday, March 13, 2008. They are interested in a variety of our programs in the Colleges of Business and Technology.

### Requests for Dual Enrollment

Don Flickinger talked about requests they have received from high schools and intermediate school districts about teaching Ferris courses at their site. They are just starting to review this process. A committee was formed with Don Flickinger as chair and Roberta Teahen and Ellen Haneline as members.

### Promotion/Merit

Tom Oldfield will send the promotion-merit list to the president this week for his review.

### Class Caps

Don Flickinger said they have been reviewing class caps. He said that in the future, when the college sets the caps – our office will follow what is supported by the dean.

### Roundtable

- Tom Oldfield announced we have hired a new Operations Analyst, Kim Wilber. She will start working March 13, 2008.
- Tom Oldfield also reported he will meet with representatives from the “Right Place” later this week.
- Roberta Teahen announced we will host a presentation on March 18, 2008 on TracDat. Katherine Cummings from Western Michigan University will share their experience with this system. An announcement will be sent to everyone later.
- Roberta Teahen also announced the Institutional Strategic Planning Council, a committee of the Academic Senate, surveyed the faculty about the initiatives they would like to come forward to the Vice President’s office. This survey will be in the next newsletter.
- Richard Cochran distributed a report from the library showing the orders they processed with their major vendors.
- Richard Cochran reported the poster competition for the Michigan Energy Conference deadline is March 14<sup>th</sup>. The competition is open to currently enrolled Ferris students.
- Reinhold Hill distributed a spreadsheet showing the results of the summer survey that was sent to students on courses they would like to have offered. Of the 600 respondents, a minority said they are interested in the free room offer. One concern expressed by students is not having confirmation that a course will be offered during the summer until just prior to the term starting.
- Michelle Johnston said they have started to notify the Lotus Notes Administrator when their college ends an employee assignment. This is so they will remove their name from the address listing for Lotus.

- Michelle also reported some of their faculty attended the TEAC (Teacher Education Accreditation Council) conference in Philadelphia, PA last week. This is in preparation for their accreditation.
- The School of Education had a number of students and faculty participants in the Michigan Governor's Education Summit held in Lansing, Michigan last week.
- Bill Potter said the Political Engagement website has been updated. There is a new link to find out what is happening with this program on campus. The link to the Political Engagement project is:  
<http://www.ferris.edu/htmls/administration/academicaffairs/ADP/PEP/>
- Bill Potter also talked about the increase in admits and commits on the enrollment reports from Enrollment Services.
- Ellen Haneline reported we will have five Provost candidates visiting campus starting March 24, 2008. The candidates and their information are posted on the Academic Affairs website. The deans will have a luncheon meeting with the candidates, and invitations will be sent to them through Lotus Notes.  
<http://www.ferris.edu/htmls/administration/academicaffairs/VPAAsearch.htm>
- Dave Nicol reported the ACBSP site visit was last week. He believes the visit went well; they are waiting for their report.
- Don Flickinger reported the Academic Affairs Banner Team is meeting every other week. This group includes Account Clerks, dean's secretaries, department secretaries, and other student academic affairs employees who work with Student Banner.
- Don Flickinger said the Records Office is requesting departments to enter special studies courses as individual sections with section course number and course title. This is so students will have all the information they need entered on their transcript.
- Roberta Teahen distributed a copy of an article from the Society for College and University Planning on "Trends in Higher Education."

The meeting adjourned at 10:35 a.m.