

**Ferris State University
Deans' Council
July 24, 2007
8:30 – 10:30 a.m.**

Present: Robert Buckingham, Richard Cochran, Don Flickinger, Ellen Haneline, Michelle Johnston, Matt Klein, Ian Mathison, Ron McKean, Dave Nicol, Roberta Teahen, Joan Totten

Guests: Cheryl Cluchey, Tara Benzing

Roberta Teahen opened the meeting. She distributed cd's from a teleconference held earlier this year, "On the Future of Higher education: Conversations on Critical Issues & Concerns Leaders Speak their Minds." The deans were invited to take additional copies for their department heads.

Robbie Teahen talked about the formation of the Chairs Council. This group is being led by Reinhold Hill. Robbie attended the last meeting as the discussion was about assessment. She believes this will be a very good group.

Study Abroad

Tara Benzing distributed a folder to everyone present with Study-Abroad information. This included a pamphlet for students interested in a study abroad program. Also included is a handout regarding NSE (National Student Exchange). The deans suggested they update the locations, specifically for colleges where they offer programs only for particular groups of students. They are also looking into adding other countries students have expressed an interest in, e.g., England, Ireland, Australia, New Zealand, and Spain.

Tara then reviewed the timeline they have established for short-term faculty-led programs. She would like to see proposals started a year and a half prior to the planned travel. This is so they have time to promote the program prior to a student enrolling for it. It also helps the student to plan ahead for the cost and how to pay for a short term faculty led program. She would like to see more long-term planning and coordination of study-abroad programs, such as offering a program every other year. In this way we could avoid some overlapping of study abroad programs to the same country offered at the same time. She outlined the goals for the growth of study abroad at Ferris State University.

Richard Cochran suggested that students planning to participate in a study-abroad program have some orientation sessions to familiarize the student with the country they will be visiting. He suggested the student utilize live web stream broadcasts from the country of destination to educate and familiarize them with the country prior to their travel there.

Gretchen Spedowske talked about the status of international articulation agreements. She is working on renewing some of the agreements, and would like to have all the

international agreements have the same renewal dates, just as she has for the high school and career tech articulation agreements.

Robbie Teahen, Matt Klein, Michelle Johnston and Cheryl Cluchey reported on their Study Abroad Work Group for policies/procedures. Areas they are looking at include budgeting for a study-abroad travel. Matt talked about making sure the colleges have academic oversight responsibilities for these programs. The concerns they are reviewing are: quality – how many credit hours is a 2-week course worth; syllabus and approval of syllabus for the study-abroad proposal, general education for the same; scheduling the study abroad so it does not conflict with regular semester class/final schedules; insurance for students traveling with a study-abroad group.

There was a discussion about what practices are in place at other universities, including any training for faculty required before participation in a study-abroad program.

Internet Course Policy/Procedure

Roberta Teahen reviewed the Draft Policy for Internet Courses along with some of the issues we need to look at as a university. There was discussion about modifications to the draft. Robbie said she would incorporate these into the policy, and will send the newly revised draft policy to the deans for their review.

Introduce innovation opportunity (CCLI)

Ron McKean reported on the Course, Curriculum, and Laboratory Improvement (CCLI) proposal. He is looking for interested faculty to participate and work with Enid Carlson Nagel to work on Phase 2 of this proposal. We need to identify faculty who might be interested in this project.

Review and Recommend Changes to Academic Affairs Policies

Don Flickinger led the group in reviewing the policies and the changes. These policies are in accordance with collective bargaining agreements for any policy addressing issues related to the contract.

- A. Consulting Leave – discussion on how to define how many hours are to be reported. It was decided that for any exceptions that might occur, i.e. with 12-month faculty, these are to be requested from the faculty through the dean to the Vice President for Academic Affairs. Also, it was requested to include counselors, librarians and administrators in the language for this policy. The definition of consulting leave – it is to be requested if the individual is receiving an honorarium or is being paid for this time requested.
- B. Overload Compensation Policy – It was suggested to remove the reference to 9-month faculty as this policy applies to all faculty.
- C. Annualized Workload – In this policy, Winter semester was changed to Spring. Also, the deans asked we remove the reference to 9-month faculty and change it to read instructional faculty.

- D. Medical Withdrawal from University – One dean expressed a concern about distinguishing this from medical leave for the student.
- E. General Education Transfer Policy – The BAS degree was added to this policy.
- F. Post Tenure Review (Form & Policy) – There was discussion about the policy and the review form. It was suggested that a midpoint on the Post Tenure Review Form be indicated.
- G. Sabbatical Leave – There was just an update of the dates, etc., for this policy.
- H. Academic Probation – The Deans' Council discussed the issue with Banner's ability to only work with one semester for the student's probation.
- I. Student Complaint & Grade Change Policy – Don Flickinger reminded the deans that we need to have the college post their policies on their webpage by the time classes start this Fall, 2007.

Fall Outcomes/Assessment Targets

Robbie Teahen asked the deans to please review the handout. She would like to see each program's outcomes accessible on the web. Eventually, they would also like to see course outcomes posted too.

Updates from Deans' Council

1. Ellen Haneline reported they are working to fill faculty vacancies in Allied Health Sciences.
2. Don Flickinger reported the Assessment & Accreditation of Laboratory Animal Care (AALAC) Accrediting team is on campus today.
3. Don also reported that the morning of August 8, 2007, there will be a Contract Information Session for Deans and Department Heads.
4. Cheryl Cluchey said they are working to hire faculty to teach the off campus classes for Fall, 2007.
5. Joan Totten reported they have completed registration for Fall, 2007.
6. Ian Mathison reported that they are working to hire faculty for their off-campus sites.
7. Ron McKean announced that we will host an Energy Conference on April 11 and 12, 2008. He also reported about the travel to Kiewit in Texas last week. They are also researching the possibility of funding for a mobile laboratory for the College of Technology. Also, the College of Technology will host the Michigan Construction Hall of Fame event.
8. Matt Klein reported the College of Arts & Sciences held a management retreat. They are looking at a standard format for course syllabus for faculty and standardized procedures between departments within their college.
9. Michelle Johnston gave an update on the School of Education from the Michigan Department of Education. Michelle also requested we have a training session with Steve Stratton on what type of material is to be included in a personnel file.

- She believes this is a very important issue for all of us. She said the Television and Digital Media Production received a donation of software for their program.
10. Richard Cochran reported on the conference he attended in Chicago last week. He talked about the progress of Office 2007 update on campus. They have set up FLT 108 as a laboratory that can be used for training in the Office 2007. He also talked about a delay in ordering computers for replacement on campus. Joe Weber's position has been posted; this is a Department Head for Library Public Services.
 11. Bob Buckingham reported on a collaborative project the Michigan College of Optometry has with the School of Education with a reading clinic. They are also working on assessment for all their courses and objectives.
 12. Roberta Teahen reviewed the summary of the Online Student Surveys from Institutional Research & Testing.

The meeting adjourned at 11:00 a.m.