

**Ferris State University
Deans' Council
September 25, 2007
8:30 a.m.**

Present: Richard Cochran, Don Flickinger, Don Green, Ellen Haneline, Michelle Johnston, Matt Klein, Ian Mathison, Dave Nicol, Thomas Oldfield, Nancy Peterson-Klein, Bill Potter

Guest: Dave Eisler, Rick Duffett, Gary Trimarco

Ferris Foundation

Tom Oldfield introduced Gary Trimarco to the Deans' Council. Gary talked about the Ferris Foundation. He reported that the money raised through the Ferris Foundation Benefit funded scholarships and faculty/staff exceptional merit grants. This year they would like to raise \$100,000. The Foundation is looking for support and also direction from the Deans' Council on identifying individuals who would like to support and participate in this event. The Foundation Benefit Dinner is scheduled for November 9, 2007 with Dick Vitale as the special guest. The deans asked if the Foundation invited people who have given inkind gifts to the university. Rick Duffett said they will follow up on this.

Fall 2007 Enrollment Trends

Tom Oldfield talked to the deans about enrollment trends. There was a discussion about what trends the other colleges saw in their enrollment. Tom expressed a concern in that the College of Technology FTIACS and transfer student numbers saw a drop and the continuing student population increased. He asked if any other colleges saw this same trend. Some of the colleges saw this; however Arts & Sciences and University College had an increase in their enrollments in these areas. A subcommittee including Tom Oldfield, Dave Nicol and Bill Potter was formed to review these trends. Dave Eisler encouraged them to look at freshmen coming into the university but also to review transfer students coming to the university.

The Deans' Council talked about the marketing process. Technology faculties are developing a concerted marketing effort done college wide. Tom asked the deans for their opinion on focusing programmatic marketing dollars for college-wide marketing efforts rather than pushing dollars into a few programs with no common marketing theme. Tom suggested that this year, programmatic marketing dollars be focused to one college for a joint effort between University Advancement and Marketing, Student Affairs, and Academic Affairs. After discussion by the deans' council, it was decided to try this. There was a concern expressed by a number of deans that we also promote programs with healthy enrollment to insure they do not lose ground. Dave Eisler also said we need to have a balance in the marketing between high and lower enrollment programs. Tom Oldfield will work with Dan Burcham and Shelly Armstrong to get cost estimates for this.

Discussion Proposed Policy – Removal of General Education Status of a Course

Don Flickinger led the discussion on this proposed policy. This policy was written by Robert vonderOsten. The deans approved the policy, and Don said it will be sent to the Academic Senate for their review and support.

Repeating a Course Policy

After researching of other university policies for repeating a course, it was learned that most had a limit to how many times a student could take a class. Don asked for the deans' input. It was recommended they go to the last grade a student earned rather than the highest grade. It was also decided to have any appeals for this policy final at the dean's level so it will be consistent with other policies. The deans also asked the statement "prior to graduation" be removed from the proposed policy.

General Education Learning Outcomes Subcommittees

Don Flickinger distributed the current list of the committee membership for this year.

General Education Audit

A general education audit is planned for this year. The last audit was done in 2000. It was recommended that we remember to check for any approved exceptions for general education courses as part of the audit.

40 Hours of 300-400 Level Course Review

Don Flickinger gave an update on this study. He will prepare a draft policy for the Deans' Council review based on what he learned. Dave Nicol expressed a concern about transfer coursework that may not transfer in at a 300-400 level equivalent. He will follow up and give this information to Don.

University Curriculum Manual

The new manual for the University Curriculum Committee was approved at the September Academic Senate Meeting. It will be on the Academic Senate website by the end of this week. The committee asks that everyone use the new forms starting this semester.

Summer 2007 Survey of Online Students

Robbie distributed copies of the Summer 2007 Survey of Online Students. She asked the Deans' Council to review the survey questions and let her know by September 28, 2007 of any changes to these questions for the next survey. She also asked the deans to review the summary of comments. One of the deans suggested reviewing the course caps for online courses and the costs to the institution of these classes.

Tech Prep Best Practices

The Tech Prep Initiative for 2007-2008 was sent earlier to the deans. Tom said these sessions are a good opportunity for faculty to participate and develop relationships with the career tech centers and intermediate school districts for advancing their programs to prospective students and their teachers.

Roundtable

- Tom Oldfield asked the deans to review the Academic Advising Task Force Report to President Eisler dated May, 2007 and send their recommendations to him by October 5, 2007.
- Matt Klein and Don Flickinger will prepare an Academic Affairs Policy for Study Away/Abroad programs for the deans' review. They talked about the recommendations for changes to the procedures for study abroad.
- Tom Oldfield is meeting with Robbie Teahen and Dave Eisler regarding the committee makeup for the next Higher Learning Commission self-study.
- The deans formed a subcommittee to review the Academic Affairs Policy Letter: Management and Use of University Instructional Spaces. This committee is made up of Tom Oldfield, Dave Nicol and Bill Potter.
- Don Flickinger talked about concerns of classes being scheduled outside of the established scheduling matrix. There needs to be a good rationale for a class that is scheduled outside of the approved scheduling matrix. We want to make the best use of the available classroom space, and we also want to insure that students are able to build a schedule of the classes they need for a semester.
- Tom Oldfield reminded the deans that the honorary doctorate nominations are due to him September 28, 2007.
- Tom Oldfield talked about the Michigan Universities for Commercialization Initiative (MUCI). Ferris will become a member of this group. This group is a collaboration designed to assist in the development of education /training for life sciences, advanced automotive & manufacturing, alternative energy, and homeland security.
- Richard Cochran gave an update to the schedule and planning for makeup exams to be held in FLITE. It was decided the faculty member requesting this service is responsible to deliver the exam to Laurie Wernette. There will be a campus-wide note sent later this week announcing this service. This service does not include online classes.
- Matt Klein reported College of Arts & Sciences classes for Fall 2007 are at 89% capacity.
- Roberta Teahen said the Taskforce for developing a tracking system software for assessment outcomes is meeting this afternoon at 2:00 pm in FLT 214. The group is reviewing software from a vendor.

- Marilee Bresciani's workshop is scheduled for Thursday, September 27, 2008. Roberta Teahen encouraged the deans to support their faculty participating in the workshops that will be conducted by Dr. Breasciani.
- Bill Potter said University College will celebrate its 10th Anniversary during October. There are a number of events planned for this celebration. More information and invitations to the events for these events will be sent to everyone in the near future.
- Dr. Eisler expressed his appreciation for everyone's participation in university planning. Dr. McFarland will be back on campus in November.
- Dave Nicol said the 3rd Annual Celebration for College of Business students was held, and he felt the turnout was very good.
- Nancy Peterson-Klein reported that they believe 100% of the class passed the National Board for Optometry the first time they took the exam. They are still waiting to hear from one student. This will be the first time that has happened.
- Don Flickinger reminded the deans that on October 16th there will be a Stakeholder Meeting held at 11:00 a.m. He asked they not hold their department meetings on this date and time so faculty and staff have an opportunity to participate in this meeting.
- The revised Academic Affairs policies for Overload Compensation, Awarding of Additional majors-minors, Medical Withdrawal from the University, and General Education Transfer have been posted on our web page. The other policies that we are reviewing for update are in process, or are waiting for review.
- Tom Oldfield announced Ferris State University will become a member of the University Council for Undergraduate Research.

The meeting adjourned at 10:10 a.m.