

**Ferris State University
Deans' Council
November 13, 2007
8:30 a.m.**

Present: Kevin Alexander, Richard Cochran, Don Flickinger, Ellen Haneline, Eric Jarvi, Michelle Johnston, Matt Klein, Dave Nicol, Bill Potter, Roberta Teahen

Guest: Denise Grinnell, John Urbanick

Instructional Technology Update

Don Flickinger introduced John Urbanick and Denise Grinnell to the Deans' Council. They gave an update on the Instructional Technology area. They talked about the results of the Banner survey conducted last spring. Denise Grinnell would like the deans to help them know what reports are needed at the college level from the Banner system. It was suggested that John and Denise meet with the Chairs' Council to discuss this. Eric Jarvi will have Reinhold Hill contact them about meeting with this group.

John Urbanick reviewed the wireless project and said the progress of this project is posted on their webpage. There was a discussion on how to update the computers located in computer labs on campus. This is not included in the regular computer update plan.

John said the Banner server will be upgraded over the Thanksgiving break. He said that MYFSU will be updated in May, 2008. The FerrisConnect will receive an upgrade after Fall semester.

Data Security

Don Flickinger said that adjunct faculty will need to sign a data security form if they are to have access to Banner. This is so they will have training for FERPA prior to gaining access to the system. Volunteer faculty for the College of Allied Health Sciences and Michigan College of Optometry will need this if they have access to student information on Banner. Ellen Haneline and Kevin Alexander will review this and advise Don Flickinger if this is an issue for these individuals.

Academic Affairs Planning

Tom Oldfield asked that the deans prepare their planning documents for this year. He wants them to review what was accomplished last year in the colleges, and what they plan to do this year. He asked that they keep the presentation simple.

Diversity Plan

Michelle Johnston reviewed the changes made to the Academic Affairs Diversity Plan with the deans' council. There was discussion, and some additional suggestions were made. Michelle will make these changes and have this prepared for the Deans approval for the next Deans' Council.

Summer 2008

Don Flickinger asked the deans to submit any scheduling issues they see for Summer 2008 to him. One of the deans cautioned that if a faculty member states they do not want to teach summer, to get the statement in writing. This is so they have on record the faculty declined to teach, and the faculty rotation for summer teaching is not affected. This is to protect themselves in the rotation. Also the deans expressed a concern about having an agreement on the guidelines for what justifies a full pay course for summer, such as being required for timely graduations, etc.

Online Course Max and Support for Online Courses

Robbie Teahen distributed “Factoids” regarding online instruction. This was a summary of data on class size at other institutions – both private and public. Robbie also distributed a copy of an article by Boris Vilic from June, 2007, “Online Course Caps: A Survey.”

Kevin suggested we include whether the institution is unionized or not in the study. The deans stressed the importance of reaching a decision on the course caps for online courses. They believe we need to follow past practices at this time and until this can become a university policy. The decision to hold with the caps as they now stand across the institution will be confirmed with Tom Oldfield.

Roundtable

- Don Flickinger asked the deans to let him know by tomorrow at noon what study abroad proposals they have received in their office that meet the criteria.
- There will be a Holiday Celebration at the Flickinger’s on the evening of December 10th. Invitations will be sent later.
- Michigan Transfer Network is up and running online. This website is hosted by Michigan State University.
- The HLC Steering Committee will meet on Monday. The co-chairs for this group are Mike Cairns and Mike Cooper. Next criterion committees and the data committee will be appointed during the fall semester. Co-chairs have been selected for each of these additional committees. Current HLC Peer reviewers will serve as internal consultants to the process.
- Richard Cochran distributed the FLITE log to everyone present.
- Richard also reported on the meeting he attended in Lansing last week.
- Matt Klein talked about changes taking place with Media Distribution due to the retirement of the people in this area. He will send a note to the deans when the plans are finalized on how this area will be managed in the future.
- Michelle Johnston reported that Ferris State University hosted a regional competition for Criminal Justice students the first weekend of November.
- Bill Potter asked the deans to remind any of their international students who plan to graduate this year to meet with the international advisor. They need to insure all their paperwork is in order before they graduate.
- Ellen Haneline gave an update on the search for the Provost/Vice President for Academic Affairs to everyone present.
- Dave Nicol talked about the challenges the colleges and departments are having dealing with the increased demands on their clerical staff at the same time the numbers

of the clerical staff have been reduced. It was decided to discuss this at the next Deans' Council.

- Kevin Alexander reported that Nancy Peterson-Klein was elected to the National Board of Licensing for the American Board of Optometry.
- Don Flickinger distributed a copy of the Phase IV classroom renovations to everyone present.
- Matt Klein will host their annual Winter Solstice December 9, 2007

The meeting adjourned at 10:30 a.m.