

**Ferris State University
Deans' Council
November 27, 2007
8:30 a.m.**

Present: Kevin Alexander, Richard Cochran, Don Flickinger, Don Green, Ellen Haneline, Reinhold Hill, Michelle Johnston, Ian Mathison, Dave Nicol, Tom Oldfield, Bill Potter, Roberta Teahen

Guest: Paul Blake

Chairs Council Update

Reinhold Hill distributed an update report on the activities of the Chairs' Council. This group formed in June, 2007. The Chairs' Council has had a total of nine meetings. They usually have 30 to 35 people in attendance. Reinhold stated that if the Deans' Council is interested in seeing their minutes to please let him know.

Closure of Media Distribution

Reinhold reported to the deans about changes in the Media Distribution Department. Due to the retirements of a number of people in this department, the responsibilities for this area have been reviewed and the workload is being assumed by other departments on campus. They are working with FLITE to coordinate the distribution of media and DVD's. Dave Winger will report to the Faculty Center for Teaching & Learning in the IRC. This change will happen at the end of fall semester.

Diversity Plan

Michelle Johnston thanked everyone for their input with this plan. The Deans' Council reviewed the draft. It was suggested she share the draft with David Pilgrim. The Deans' Council moved to accept the plan as a working document. Per the plan, the VPAA will appoint the members to this committee starting spring semester.

Additional Clerical Support

The deans talked about the growth of off-campus programs, and how this had impacted the workload for clerical staff in their offices. It was suggested to table this topic until the beginning of spring semester. Don Green will prepare a report on the off-campus offerings. Tom Oldfield stressed that we need to carefully review the demands on clerical staff, cite specific problems, and develop a plan as to how to approach this issue. Ellen Haneline, Dave Nicol, Michelle Johnston, and Robbie Teahen will work on this. It was suggested that this become part of the Division Unit Plan.

Study Abroad

Don Flickinger reviewed the revised Study-Abroad Policy with everyone present. He highlighted the changes that were made to the policy.

Study Abroad Conference Guidance

Robbie reported they viewed the electronic version of this conference. She has this available for anyone who is interested in viewing it. This is a powerpoint presentation.

Key Policy

Tom Oldfield gave an update on the meeting he had with Rick Duffett, Mike Hughes, Mark Eichenberg and Miles Postema. They are trying to maintain better control of the keys issued to employees. A task force has been formed – Dave Nicol is a member of this group.

Adjuncts

Tom said we will review the pay scale for adjuncts with the intent of increasing the rate if funding is available.

Faculty Awards

The listing of faculty monetary awards was reviewed by the deans. We plan to have the awards along with the criteria for the awards posted on the Academic Affairs website. There was discussion about what the variety of awards conveyed with regard to importance and agreed to review again in early fall.

Assessment

Robbie reviewed the assessment budget plans, committee, and activities as outlined in the handouts. Of particular note are the opportunities for assessment grants and a course assessment recognition award. Reinhold Hill will share this information with the Chairs Council.

Faculty Development Topics for Spring 2008

Robbie asked the deans for ideas and suggestions for faculty development for Spring 2008. It was suggested they have sessions on the following:

- Resources available in FLITE;
- Diversity in Academic Affairs – including in courses;
- How to plan for a Study Abroad Program;
- Assessment of courses;
- Models for learner centered university
- How to mentor new faculty
- How to chair a committee
- Grant workshops

Graduation Draft Policy

Don Flickinger reviewed the changes made to this policy. There was discussion about the changes. Don will research what the policies are at the other state universities and bring this item back for additional review.

MACRAO

Don Flickinger reported they are reviewing the current policy. They would like the agreements to be more inclusive and user friendly. Carol is reviewing checksheets to put them in a format that is easier for Grand Rapids Community College student use. They would like to complete this community college first before applying it to any others.

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.
- Tom Oldfield reported to the deans that the Bookstore Committee would like them to remind their faculty to order their books for next semester.
- The Pharmacy Auditorium will be closed due to a major remodeling project from January 1, 2008 through Summer term, 2008.
- Don Green talked about his travel to Washington DC regarding the new Information Security program they are offering at FSU-GR.
- Richard Cochran talked about the upcoming Energy Conference. He gave an update on the FLITE Focus group. He also announced that they hired Randall Schroeder as the new Public Service Department Head for FLITE. Randall will start February 1, 2008.
- Bill Potter recommended utilizing the Political Engagement Project as a tool and resource for the Energy Conference.
- Michelle Johnston reported that the home of a faculty member from the College of Education & Human Services burned the other night. Their home was a total loss.
- The College of Education and Human Services is working on checksheet alignment.
- Ellen Haneline reported the Search Committee for the Provost and Vice President for Academic Affairs will meet today to narrow the field of candidates.

The meeting adjourned at 10:30 a.m.