

**Ferris State University
Deans' Council
December 11, 2007
8:30 a.m.**

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

Summer School

Don Flickinger reviewed the analysis of Summer Session SCH for the last four years. The past practice has been to use regular class enrollment for the cap. There is a concern by the deans on the cap to use for online courses, and for courses where there is mixed delivery. No changes are to be made to mixed-delivery courses, and the fully online sections should remain at current caps until guidelines are established. It was also advised to get faculty decisions regarding teaching or not teaching during the summer term in writing. Don Flickinger and Reinhold Hill will form a Summer Study Committee.

Sabbatical List

The all University Sabbatical Committee met, and they will begin reviewing the applications. The due date for their decision has been moved back to the week of January 14, 2008.

Study Abroad Review

Don Flickinger distributed a report of the study abroad proposals for everyone to review. Matt Klein, Reinhold Hill and Don Flickinger formed a subcommittee to review the process for approval of exceptions to the policy and information needed for this.

Another committee was formed to review the Outcomes of Study Abroad and course evaluation. The members of this committee are Matt Klein and Don Flickinger.

Academic Program Review

Don Flickinger will send to the deans the draft responses to the Academic Program Review.

XTender

Xtender is the replacement for Docushare. The plan is to delay the start up until February to insure the system is up and operating prior to the implementation on campus.

FERPA

There was a discussion about volunteer faculty who need access to student information for grading purposes. Don asked the deans what options they want the volunteer faculty to have for access to student information.

Excessive Student Absence

Don asked the deans to remind the faculty that there is an excessive absence form to complete for students who do not attend class. In the student banner system there is a

grade sheet where the instructor can record the last date of attendance by a student. Financial Aid needs to track this information so they can follow up with students who are awarded financial aid dollars.

Catalog PDF

Don Flickinger reported we plan to offer a “pdf” style catalog. This will be accessible to launch from the website and will be available to download from the site. There has been a demand from different areas for this format. They plan to have this option with the next version of the catalog. This will be coordinated through the Admissions Office for the 2008-2009 academic year.

Transfer Guides

Don Flickinger reported on the activities from the Articulation Office. The goal is to have up-to-date guides by fall registration.

MACRAO Language

The council discussed the MACRAO language as it relates to students transferring to Ferris with an associate degree. It was suggested that the statement be added that the student must meet requirements for a degree and any prerequisites for courses. Also, Don asked the deans if we should accept a transfer grade of “C-“ as we currently only accept a “C”. He asked the deans to give their feedback to him.

Minor Caps

The list for minor capital projects will be sent to the President’s Council for their review. The deans discussed the importance of preventative maintenance, and how this could be built into the maintenance budget for the campus buildings and facilities.

Phase 4 Classroom

The costs for the top 10 classroom and 7 laboratories for renovation are under review for costs. As soon as this is determined, Tom will notify the deans.

Graduation Requirements Draft

Don Flickinger asked the deans to review this draft policy. Please get your feedback to him as soon as possible. He would like to take this to the Educational Counselors for their next meeting.

Graduation clearance can be done in Banner CAP. This is a pilot project. They plan to do this with the MBA and Professional Golf Management programs in the College of Business. They want to see how well this will work to review student’s progress toward degree completion.

Roundtable

- Tom Oldfield stated he is working with the Budget Office on the vacant position budget. At this time he is not able to provide additional funding for positions.
- The Operations Analyst position should be posted this week on the Human Resources website.

- Allied Health Sciences requested we fund an advising assistant. They are implementing this as a pilot to see how well this works in the college. This person will assist in advising pre-program students. If this works, we could try this in other colleges. This plan is that release time will be reduced, freeing up faculty for teaching, and reducing our part-time faculty teaching costs.
- Richard Cochran reviewed the FLITE log for the month of December, 2007.
- Matt Klein talked about the closure of Media Distribution at the end of this semester. He emphasized that we need to be sensitive to the needs of faculty during this transition. Faculty will now be responsible for the pick up and return of materials to the library.
- Bill Potter, Ron McKean and Roberta Teahen have been working on the process for the Yearly Administrative Review.
- Roberta Teahen gave an update on the changeover from Turnitin to SafeAssign at the end of this semester and the start of Spring, 2008 semester.
- There was discussion of the Timme Travel funding, and if there is a preference for the awarding of these funds. Do we want the funds to just be used for teaching and learning support, or can these dollars be used to support discipline-specific opportunities for faculty? The deans' council would like a report showing who is being funded with Timme dollars. They also want to know more of who is funded with Professional Development dollars. They would like to be in the loop prior to this being approved. They also want to eliminate the first come – first served process in selection for Timme funding.
- Robbie Teahen distributed wallet-size information cards from the Higher Learning Commission, “The Criteria for Accreditation” to everyone present.
- Ellen Haneline reported they are integrating their off-campus advising.
- The Provost Search Committee will interview 8 candidates next week in Grand Rapids.
- Kevin Alexander announced he has accepted a position at the Southern California College of Optometry in Fullerton, CA. He will leave Ferris in July, 2008.
- Don Flickinger said he is meeting with Dan Burcham and Kristen Salomonson weekly to discuss student issues.
- The posting for the Dean, College of Allied Health Sciences, will be on the Human Resources website Thursday.

The meeting adjourned at 10:30 a.m.