

Ferris State University
Deans' Council
Minutes

August 10, 1999

Present: Barbara Chapman, Doug Haneline, Jim Maas, Joe Rallo, George Waldheim, Bruce Forintos, Isabel Barnes, Richard Cochran, Al Lewis, Paul Prins, Steve Durst, Nancy Cooley, Bill Potter, Sue Hammersmith

Absent: Tom Oldfield, Ian Mathison

Handouts: Agenda
Policy Letter - Faculty Compensation for Distance Learning and Internet Courses
Policy Letter - Release Time Policy and Procedure
Policy Letter - Replacement of Vacant Positions, Salary Augmentation and Access to Vacant Position Salary for Replacement
Policy Letter - Graduate Project Assistant
Draft Memo to Academic Senate: Implementation of Student Retention Recommendations
Final Report on Student Assessment of Instruction
Proposed Bachelor of Integrative Studies Degree
Snapshot Summary
COAX-CODEC Meeting Summary
FSU Technology Glossary

Dr. Chapman noted that minutes will once again be sent to Deans' Council members beginning with this meeting.

1. Final Review of Academic Affairs Policy Letters

Deans' Council members were asked for a final review of the following policy letters:

- Faculty Compensation for Distance Learning and Internet Courses - It was suggested the title be changed to "Faculty Compensation for Teaching Off Campus, Distance Learning and Internet Courses". Dean Lewis noted that a faculty member developing a new course receives no release time or stipend, but a faculty member converting an existing course to a web-based course does. It was suggested that the sentence in the third paragraph read: ". . . the faculty member may be eligible for release time or stipend with approval of the dean."

Dr. Forintos suggested that a process be established to determine which courses should be converted to web-based, because of the expense involved.

- Release Time Policy and Procedure

Dr. Chapman suggested adding: "5. Description of release time assignment."

Dean Hammersmith feels the policy is combining two different duties – releasing faculty for administrative duties and releasing faculty for non-teaching faculty duties (e.g. writing coordinator, general education coordinator, etc.). It's faculty work, not necessarily release time. Dean Barnes noted that if these were put back into a regular faculty FTE, productivity will go down. Dean Hammersmith suggested two different types of release time. She also suggested that certain types of continuing release time (debate) become a part of the regular operating base budget without adding each time to the template.

- *Replacement of Vacant Positions*

Is this just for tenure track or does it include administrative positions?

- *Graduate Assistantships*

It was noted that item #4 (graduate student wage category) was not attached.

2. Review Draft Memo to Senate – Implementation of Student Retention Recommendations

A copy of a draft memo to the Academic Senate from Dr. Chapman regarding implementation of student retention recommendations was distributed for review. Dean Rallo sees a disconnect between item #3 (eliminating FTIAC and new transfer student admission 21 days before the beginning of each semester) and raising admission standards. We can only surmise that their academic credentials aren't as great as those applying earlier. Dean Barnes noted that as academic standards are ratcheted up and only those with papers are admitted, it will eventually take care of the problem. Also, check wording with regarding to numbers in that paragraph for clarity. Dean Lewis said that as FSU enhances admission standards, then the image of FSU is enhanced, which will ultimately increase the number of admissions/retention. The issue of admission standards and opportunity school needs to be answered. Dean Cochran noted that Ferris' writing talks about opportunity, but the central value he promoted was students' applying themselves. That may be the answer to the issue. "You can get into FSU if you apply yourself". Dean Rallo pointed out that those who come to late registration will not be able to schedule the classes they want for their program. It's difficult to have them apply themselves when they can't get the classes they need/want. We need to look at holding back sections, classes, for those who come late.

Paul Prins asked whether the software blocking (item #4) applies to the course or student? Doug Haneline indicated that the software applies to the student. Prins was concerned it would cause problems for off-campus if it were applied to the course.

It was suggested that item #8 be revised to read more clearly.

Dean Potter suggested that the degree clock be started once a student is admitted to the actual college after developmental courses are completed (#10).

It was suggested that #1 be worded to include " . . . walk-in registration . . . "

Dr. Barnes pointed out that we don't know that 90-95% students use telephone or web-based registration services (#5) Doug Haneline will re word.

3. Student Assessment of Instruction

A Joint Committee (Haneline, Cooley and Barnes) worked with Ed Cory and the faculty committee to come to closure on process, etc. A copy of their final report was distributed and changes/compromises were noted by Isabel Barnes.

Some notable items include:

- Item #6 in attachment. Supervisor will review the comments and then return them to the faculty. No copies will be made. The comments are to be used to improve instruction, not start a disciplinary action, for example.
- Item #3 on memo – recommending a broader base pilot project in this area.
- Item #4 on memo - recommending this be used for temporary faculty and tenure track faculty in the absence of other established procedures. Noted that temporary includes adjunct for off-campus.
- Item #2 on attachment – decreases the number of courses.
- Item #3 on attachment – Rallo would like to see the supervisor have more say in the scheduling of evaluation.
- Item #6 – need to keep the info for as long as it's needed.

If there are any other questions, concerns, deans are asked to contact Isabel.

Assistant Vice President Haneline has scheduled a Student Assessment of Instruction Panel in the context of post tenure review for August 25 from 1:30-2:20. Deans Cooley, Barnes and members of the faculty administration committee will be part of the panel. Copies of the final document will be available for distribution.

It was noted that the process must be established for this fall with all tenured faculty notified.

4. Proposed Bachelor of Science in Integrative Studies

Sue Hammersmith distributed copies of the proposed Bachelor of Science in Integrative Studies as well as a snapshot summary. The proposal is before the UCC right now.

5. Off Agenda Items

Doug Haneline distributed a summary of the COAX-CODEC meeting. Please send questions/comments to him.

A list of meeting dates related to curriculum dates distributed. A grid is being developed regarding curriculum and approvals.

Copies of the FSU Technology Glossary was distributed by Cochran. George Waldheim will chair the BTC. Dr. Chapman suggested that the alphabet soup MDR session be repeated throughout the next semester to interested faculty and staff.

Important UAP Dates

November 6 – College plans due to VPs. (Tentative)

December 11 – VPs plans due to President.

February 14-18 – College meetings w/President

Dr. Chapman is considering holding mini versions of college meetings with her between November 6 and December 11 -- maybe 2 half days on November 22 and 23.