

**Deans' Council Meeting
Tuesday, August 31, 1999**

Minutes

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

Dr. Chapman noted that Al Lewis is leaving on November 1 to begin his duties as President of The New England College of Optometry. She has been having conversations with faculty from within the College regarding an acting dean. An acting dean will be appointed within the next week.

Handouts: Agenda
 Joint Committee on Student Assessment of Instruction Final Report
 Management and Use of University Instructional Space Draft Policy Letter
 Retention of Student Work, Grade Records and Grade Appeals Draft
 Policy Letter
 University Policy on Religious Holidays Draft Policy Letter
 Academic Planning Background and Academic Planning Discussion
 Questions/Issues
 UCEL Conferences and Special Programs Services
 Staffing for Off-Campus Courses

1. Post Tenure Review - Reminders on Dates and Procedures

Dr. Chapman reminded the deans of several upcoming dates regarding the post tenure review process. Faculty should have already been notified of their upcoming review for this academic year. Deadlines are:

October 1	Administrator and faculty member identify course(s) and section(s) for student assessment
December 1	Portfolios for evaluation are submitted to the evaluator
January 30	Administrator and faculty member must discuss post tenure review evaluation by this date. Faculty member must receive a preliminary post tenure review evaluation at least ten working days prior to the scheduled meeting. Faculty member must submit written response within fifteen working days of the meeting to be included as part of the post tenure review evaluation.

Doug Haneline is developing a post tenure review notebook, which will include a copy of the evaluation form, description of the process, and information regarding student assessment. The scan sheets for student assessment will be provided by the Office of Academic Affairs. Tom Oldfield will check with HRD on whether anyone can assist with

providing evaluator training this fall for deans, department heads or administrators conducting evaluations.

Doug Haneline distributed copies of the handout from last week's panel discussion - Joint Committee on Student Assessment of Instruction Final Report.

2. Review of Draft Academic Affairs Policy Letters

Doug Haneline met with Jo Gerst and Craig Westman from the Registrar's Office to review two of the proposed Academic Affairs Policy Letters. Their suggestions are incorporated into these drafts.

Management and Use of University Instructional Spaces. Wording regarding permanently installed media equipment (VCRs, monitors, projectors, etc.) needs to be included.

Retention of Student Work, Grade Records and Grade Appeals. Paul Prins noted FSU-GR requires adjunct faculty to turn in all their grade books, etc. to their office at the end of the semester. Faculty resigning or retiring are asked to turn in their grade books also. These items need to be included in the policy letter.

It was suggested that item #8 be moved up under appeals section (5) or (2). Discussion was held on the length of time a student has to appeal a grade – it appears to differ by college.

Adjunct Clinical Faculty Approval Procedures No changes.

University Policy on Religious Holidays Tom Oldfield explained that the draft policy was developed as a result of a student who went on a religious retreat and asked to be excused from his/her classes. Please review and return feedback to Tom.

3. Academic Program Review

Doug Haneline noted that panels have been formed and the Academic Program Review (APR) process will begin about September 20. Vince King will chair the committee. An orientation for those new to the process will be held on September 9. This process is based on a six-year cycle.

Doug also noted that Linda Golden met with Vince King and him regarding Program Review of Occupational Education (PROE), which is on a five-year cycle, and how the review cycles might coincide so that a program might prepare a report for both reviews. Individual programs identified for both reviews have been contacted and asked whether they would want to be on a five-year cycle for APR so only one written report can be written for both.

4. Plans for September 15 Board of Trustees Academic Affairs/Student Affairs Committee

Barbara Chapman noted that the Board of Trustees Academic Affairs/Student Affairs committee meeting on September 15 will begin at 10:30 and ends at approximately 4 p.m. Action items will be the focus of the morning session. Following lunch, the afternoon session will be informational, focusing on the academic plan. Ken Schultz will give his perspective on programs in Grand Rapids, and Barbara will update the committee on the academic plan. She would like deans to attend the academic plan discussion. Following that discussion, there will be a demonstration on using technology to enhance and extend education. The meeting will be in the Centennial Dining Room. Barbara distributed a copy of the Academic Planning background and discussion items for the committee meeting.

5. Process for Salary Equity Review

Barbara Chapman explained that when she first arrived on campus, she received several letters from individual faculty members regarding salary inequities. She sent each of them a letter last December explaining there was no process currently in place to consider salary inequities, but she would ask the new Associate Vice President to review their requests. She has recently met with Scott Hill-Kennedy and Warren Hills about the issue. Warren Hills agreed to review these individual cases and return recommendations by December 1. Letters explaining the process have been sent to each faculty member involved, along with copies to their respective dean.

6. Contract Training

Tom Oldfield has been in contact with Denise Barowicz about scheduling faculty contract training yet this month. Barbara Chapman, Tom Oldfield and Isabel Barnes had already identified several contract areas for training and that list will be shared with the deans for their review.

7. Funding Support for Conferences and Professional Programs

Bruce Forintos distributed copies of *UCEL Conferences and Special Programs Services*, a summary of services provided by them. He noted that UCEL needs to review funding sources in order to add another full-time position to assist with non-credit activities. He distributed a list of sample budgeted conferences, with a processing fee (of either 5%, 7.5% or 10%) added. He also noted several examples of service fees from other universities. The Deans were generally in support, offering several other suggestions. Dean Forintos will develop several models incorporating those suggestions for the deans' review.

8. Staffing for Off-Campus Courses

Bruce Forintos distributed *Staffing for Off-Campus Courses* for the deans' consideration. The timeframe for review of credentials was discussed and a suggestion made to

change it to four working days. Wording for identifying summer faculty needs to be changed to coincide with the contract. Once the suggested changes are incorporated into the document, Dean Forintos will send it jointly with Paul Prins to each of the deans, asking them to share it with their departments.

9. President Sederburg

President Sederburg updated the Deans' Council on the use of the Timme Library space. Plans are being developed and will be available the first of the year.

10. Off-Agenda Items

Tom Oldfield noted that Dan Burcham encourages the deans to ask faculty to make sure all students are scheduled for their classes.

Tom Oldfield announced that he and Tamsey Andrews are on a quality improvement team reviewing the grant approval process. The team is recommending that deans have final signatory authority on grant proposals. As a consequence, Tamsey will be asking the deans what they will review as part of a proposal. A check-off list will then be developed for grant preparers.

Bill Potter noted that the deans should have received a copy of proposed changes to orientation. The focus is to change orientation to a one-day academic orientation in the summer, followed by a student affairs type orientation in the fall. Please review and forward comments to Mike Cairns.

Nancy Cooley reminded deans of the Future of Education activities this Thursday. Billy Hawkins will be the keynote speaker.

Bruce Forintos noted that LCD projectors and laptop computers are available for off-campus presentations. Call Cheryl Kondziolka to reserve.