

DEANS' COUNCIL MEETING MINUTES

Tuesday, May 25, 2010

Present: Dave Nicol, Don Flickinger, Cheryl Cluchey for Don Green, Ellen Haneline, Ian Mathison, Leah Monger, Reinhold Hill for Matt Klein, Michelle Johnston, Robbie Teahen, Tom Oldfield, Bill Potter, Mike Cron

Guests: Tricia Walding-Smith, Assistant Director of Emergency Management and Sergeant Tim Jacobs of Ferris' Department of Public Safety (DPS)

Flashpoint Presentation

Assistant Director of Emergency Management Tricia Walding-Smith and Sergeant Tim Jacobs of DPS lead a presentation of "Flash-Point," a DVD production describing an individual's behaviors of concern that can lead to aggressive actions, or "action points," or periods leading up to a person being responsible for violent behavior labeled "flash-point." The presentation showed how to recognize and respond to behaviors of concern. It also dispelled myths, such as the fact that people generally do not just "snap," but there generally is a previous pattern of behaviors that underline their unusual behaviors (though an incidence can trigger a crisis). Additionally, it is a myth that people can't help prevent violence. Preventing violence can be done through being aware of one's surroundings and learning to recognize and remember patterns of recurring unusual behaviors. These unusual behaviors are possible "sign-posts" that lead up to an individual's aggressive actions. The presentation taught the viewers that they need to recognize and respond to these sign-posts and follow their own instincts in order to help prevent a flash-point from occurring.

The presentation also pointed out the importance of noting and remembering the unusual behaviors, then seeking out the person to attempt to listen to find out what is bothering them and to finally know at what point their behavior should be reported and to whom.

The Ferris State Emergency Response Team has undertaken an extensive review of the ability to identify and prevent or mitigate potentially dangerous situations. The University has assembled the Behavior Review Team and the Threat Assessment Team to provide guidance in the areas of those who may pose a threat to themselves or others. The difference between these two teams is that the Threat Assessment Team is prepared to quickly respond to a call or tip of suspected unusual, aggressive, or violent behavior. Report unusual behaviors (this also includes behaviors of faculty, staff, co-workers, or non-Ferris employees or students on campus --anyone who is exhibiting aggressive behaviors) to the dean, DPS or Counseling Center. The Office of Student Conduct is prepared to assist other FSU campus behavior situations as well as those on the Big Rapids campus.

Contact Tricia at DPS if you would like this presentation to be given to your college or department.

HLC On-line Programs (Handouts)

Robbie Teahen led a discussion regarding "percentage of a program that is on-line" information placed into TracDat by the colleges. Discussion centered around transfer students and the fact that years 3 and 4 at Ferris can be used to show that a program is available 50% or more on-line. To access information on the Web, click on the HLC web and go to affiliated institutions and search for Ferris – Michigan. Robbie noted the importance of updating the revision date and by whom (the college TracDat liaison) at the end

of the page. Course locations are defined as any place we offer any courses less than a degree. *(Later note: Robbie Teahen's 5/26/10 email to the deans further clarifies "course location" information.)*

Action: Update TracDat by Friday, May 28.

Action: Robbie will review TracDat reports, add any additional information and forward it to the colleges.

Proposed Online Course Fee

Robbie Teahen discussed the proposed on-line course fee recommended to the Budget Office by the Ferris Student Fees Committee and listened to input from the deans.

Comments:

- Concern was expressed that adding this fee will harm enrollment in some courses since some students can only afford the tuition, not the additional fee.
- Concern was expressed that adding this fee could open doors for other fees

Questions:

- What about students who will need to use lap-tops in on-line courses?
- Into what fund will monies be placed that are generated from the on-line course fee?
- What will this new fee support?

Action: Robbie Teahen will request the report and will consolidate comments from the deans for Fritz

Student Complaint Policy (Handout)

Robbie Teahen led a discussion on college-wide student complaint policies and thanked the deans for submitting their college-wide policies. The importance of consolidating various policies into one Academic Affairs policy for each college was discussed. This policy would go through various reviews, including the Academic Senate, prior to final approval and being accessible on the Web.

Action: Send input to Robbie Teahen by 5:00 pm on Friday, May 28.

Academic Affairs Committee Representatives

Don Flickinger said that he has been reviewing university-wide committee assignments for Affairs Division faculty and staff members – specifically for those have been serving on non-Academic Affairs Division committees and is looking for recommendations for replacements for our retiring deans.

Equipment List Review

Don Flickinger and Kim Wilber discussed the rationale for the recent request for the deans to update and submit their equipment lists. Current fiscal year remaining funds will be carried over into FY 10-11 year as one-time dollars. Academic Affairs will roll a portion of this funding out to the colleges so make sure to include all primary needs on the equipment list by priority.

Sabbatical Leave Reports (Handout)

Don Flickinger distributed a May 20, 2010 memorandum regarding sabbatical leave reports and discussed the importance of the college sabbatical committees and deans reviewing the sabbatical reports and sending their evaluative comments along with them when they forward them to the University-wide Sabbatical Committee via the Academic Affairs Office. The comments stay with the report as a part of the official sabbatical leave records. The written report and evaluative comments will be available for review as a part of the decision-making purposes for subsequent sabbatical leaves, promotions and or merit determinations, per FFA/FSU Agreement Section 10.4.F.7.

Textbook Information on the Web

Don Flickinger discussed federal compliance for university textbook information. He stated that in order to meet existing federal compliance regulations, our University textbook information, for courses with assigned instructors, must be accessible on the Ferris State Web by our students when they begin to register for classes.

Procedures are in place to allow faculty members to submit their textbook information to their departments prior the end of the Spring Semester. The departments submit it to the Ferris State University Bookstore who will post it to their Website.

Summer Semester Information (Handout)

Don Flickinger distributed a 4th day extract of enrollment and said that departments must use official Banner caps when processing summer faculty teaching PAFs (Personnel Action Forms).

Negotiations Update

Don Flickinger said that meetings have been scheduled in June and the committee is currently reviewing some updates to summer and promotion/merit language.

Roundtable

On Todd Stanislov's behalf, Bill Potter briefly discussed the tentative schedule for the August 2010 Faculty Professional Week activities and noted that the theme of this year's week is Student Success: Leave Nothing to Chance. He briefly went over the tentative schedule for Monday, Tuesday, and Wednesday, August 23, 24, and 25, 2010. Since there will be more work involved in setting time aside for the President and Provost to meet with each of the colleges, and as the remaining time in this meeting didn't allow for extended discussion on this subject, it was tabled.

Action: This topic will be on the next DC meeting agenda.

Mike Cron discussed his concern that the Human Subject review committee is not planning to review any proposals or meet this summer.

Action: Don Flickinger will follow up on this concern.

Doctorate in Community College Leadership

Robbie Teahen was happy to announce that at least 25-30 individuals have already applied to the doctoral program and that the first courses are scheduled to begin June 25, 2010. She was also excited to announce that Ms. Andrea Wirgau accepted the offer for the position of Program Coordinator. The funding for this program has been set up to be self-supported.

Michelle Johnston was excited to announce that the Criminal Justice program will have over 300 interns out in the field this summer.

Leah Monger reminded the group that author Mardi Link will be at FLITE this evening at 7:00pm where she will give a presentation about her research for her 2010 Michigan Notable Book. Ms. Link's visit is a part of the 2010 "Michigan Notable Authors Tour."

Respectfully submitted by Robin Hoisington