

DEANS' COUNCIL MEETING MINUTES

Tuesday, July 20, 2010

Present: Mike Cron, Steve Durst, Fritz Erickson, Don flickinger, Don Green, Ellen Haneline, Reinhold Hill, Michelle Johnston, Leah Monger, Dave Nicol, Bill Potter, Robbie Teahen, Gretchen Spedowske

Michelle Johnston gave a Strategic Planning (SPARC) update. Discussion began on how to make sure that information is distributed and faculty are kept informed.

Emergency Contact Information List

Gretchen Spedowske distributed an Emergency Contact Information (ECI) List to Deans Council members for them to update and return to her by July 27. Gretchen requested that the Colleges also update their own emergency contact information lists and return them to her by the same date.. She noted that the contact list for each college should be in place in their offices with a 2nd emergency contact identified on their list. She also requested that a 3rd contact name be identified (not on the list, but to be sent to her to be kept in the Provost's Office). These ECI lists are very important as they are used for the purpose of updating the division, and each other, on inclement weather, emergencies and other important information.

Action: - Completed ECI lists/names due to Gretchen by Tuesday, July 27

Grants Update/Reminders

Gretchen distributed and discussed the **Notice of Intent to Apply (NOI)** form and discussed the approval process for grants. This form is accessible on the FSU Web under the Agreements/Forms section of the *Office of Scholarship and Sponsored Programs* under the **Academic Affairs home**

page: <http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/grants/>

Gretchen stressed the importance of keeping the account clerks in the loop in this process and why. She will also meet with the Account Clerks and Dean Secretaries on this subject during their August 24th retreat.

Contact Information Request, ERIP Information

Robin Hoisington requested a list of College re-organization plans caused due to ERIPs and MPSERS retirements, including work load changes, new contact (name), phone numbers and office locations.

Needed items are:

- 1) Names of those who left on ERIPs and MPSERS retirements
- 2) New re-organization plan or work-load changes caused by above ERIP/MPSERS retirements, and
- 3) New contact's name, office number and telephone location (also indicate who each person replaced).

This information is requested by the President's Office by all divisions to help ensure that everyone will have correct contact names/information and help create a smooth transition for the start-up of school and returning students.

Action: Email completed information to Robin by August 9th.

Robin distributed information to help assist the colleges in completing PAF paperwork while temporarily covering ERIP-vacated job duties. This information is for temporary changes only.

Fritz Erickson stated that a decision was made at President's Council that ERIP retirees wouldn't be hired back at Ferris at this time to help ensure that no terms of their retirement would be unintentionally violated. He is working on an initiative that may give an opportunity for someone to be hired via grant funding processes but couldn't make any promises that this would be approved.

Study Away/Study Abroad Discussion

Fritz began a discussion about study-away/study abroad requests and the current processes, traditions, and funding requests. Don Green discussed the processes in more depth and said that he and others will be working on the procedures this coming year. As this will be a year of transition, he asked that everyone please be patient with them as they work toward finding the most cost effective and best way to organize the procedures and cultivate relationships.

Student Transfer Center Concept

Fritz began a discussion on the concept of a student transfer center. As our transfer student enrollment continues to increase we must focus on how to offer our students the best support possible. At the same time we need to focus on cultivating positive relationships with our community colleges. Therefore, we need a system that will create a smoother transition for our students with an accelerated review process and efficient procedures in place. Fritz asked for discussion and input from the deans on ways that a more efficient and informed system could be created for all.

Discussion included the need for consistent communications with community colleges. Concern was expressed regarding potential down-time if the review format is changed from departmental to centralized credit evaluation. Discussion also included the need for a central location from which to obtain information, consistent communication in the area of financial aid, input, agreement and support from all individuals involved and the need to include transfer students who are on a campus outside Big Rapids.

Fritz said that we will need to work on identifying all issues and how to address them as well as continue future dialog on the Student Transfer Center concept.

Future Vacation Carry-over

Fritz noted that he has approved all requests for vacation carry-over this year. It will be likely that this will not happen again next year so please use your vacation hours if at all possible.

Round Table Discussion

Fall Semester Admissions/Enrollment

Discussion began on admissions, applications and enrollment for Fall semester. Importance was stressed for the Deans' Offices and departments to continue to review enrollment and status of their returning students (along with FTIACS) to keep their retention numbers as successful as possible.

Action: Robin will follow up with Enrollment Services and ask for an enrollment update, via email, to be sent on a regular basis to the Deans.

Robbie Teahen gave a Higher Learning Commission (HLC) Update. She reminded that the visit to campus will be on April 18-20, 2011 and stressed the importance of what needs to happen to get data in order and preparations made. She stressed that we have work to do and we can make this successfully happen.

Action: Make a note to review the HLC website on a regular basis.

Don Flickinger –

- Negotiation meetings are progressing well and a schedule is being developed for the upcoming weeks.
- Equipment lists should be distributed in the next couple of weeks.

Steve Durst – College of Pharmacy is working on the self-study for their accreditation visit in the fall.

Leah Monger - a trial run of "Media Scape" is taking place in FLITE through the end of July.

Dave Nicol – PGM students were recently tested in the areas of academic performance and knowledge and he is very proud of their performance.

Respectfully submitted by Robin Hoisington