

DEANS' COUNCIL

MINUTES

April 14, 2009

Present: Dan Burcham, Don Flickinger, Don Green, Ellen Haneline, Michelle Johnston, Reinhold Hill (for Matt Klein), Leah Monger, David Nicol, Tom Oldfield, Bill Potter, and Robbie Teahen.

Guests: Todd Stanislav, FCTL, and Gretchen Spedowske, VPAA Office.

Professional Fall Development Day Change

Robbie Teahen explained that the Faculty Center for Teaching and Learning (FCTL) is working on faculty orientation activities and would like to the Deans' input on whether they feel that the Faculty Orientation Day should be moved. Todd Stanislav indicated that last year it was held on Wednesday with 44 people registered which included staff as well. Much discussion followed with the Deans indicating that the college-wide meetings, as well as department meetings, should be held on Monday and that it was important that the first day be a college day and that HR information can be completed prior to that. The Deans suggested that VP Burcham asked the President if he would be giving an update on the budget during that week. The Deans also suggested that potential topics for orientation would be General Education Course Assessment issues and an HLC Update. It was also suggested that Dr. Erickson be consulted as to what plans he may have for Fall.

Academic Affairs will supply the colleges with a draft letter. The colleges can edit the letter as needed for their college.

Discussion followed on orientation for the adjunct faculty. The Deans felt that only the new adjunct faculty should be invited. Further discussion pursued on off-campus adjunct faculty and how to get them involved. Dean Nicol suggested that it might be beneficial to go to the off-campus sites. Dean Green suggested that Traverse City, Flint, and Grand Rapids be the sites used with no longer than 40 minute presentations. Dean Green reminded the Deans that most of the adjunct faculty have other jobs and suggested a 5:30 p.m. – 9:30 p.m. or 6:00 p.m. – 9:30 p.m. timeframe and not a weekend. Dean Monger indicated that the librarians would be interested in attending as well to speak about the Library and services offered.

Faculty Awards

Gretchen Spedowske indicated that VP Burcham would conduct the welcome at the Faculty Awards ceremony. Dean Oldfield and Dean Johnston volunteered to assist with the awards. Dean Haneline volunteered to give out the promotions and Dean Nicol will assist with the grant recognition. Discussion followed on the awards. The Deans would like to have a debriefing following the reception.

Assessment for Prior Learning

Don Flickinger indicated that \$150 is paid for the readers of the Honors Essays. He suggested that \$250 (including benefits) be paid for assessing prior learning. The \$250 will be charged to the students for 1-5 credits besides the \$65 interest fee. There will be an additional \$50 for additional credits over five credits. Gretchen indicated that there would be a time limit of seven days from when she receives it. Dean Green volunteered his graphic artist to design the pamphlets for this. The Deans asked that they be notified when this information goes to the Department Heads/Chairs.

Faculty Absences

Don Flickinger distributed the compiled college information on dealing with faculty absences. Discussion followed and the Deans felt that being consistent campus-wide was important and that this should be an Academic Affairs policy. Don Flickinger agreed to develop this.

IP Grades

Discussion pursued on IP grades. If a student has already graduated, it was recommended that the course possibly be dropped from their transcript instead of issuing an F. If the student is still here, the IP grade should either be completed, or go to an F or possibly be removed from grade structure. For students who have not completed the degree and have IP grades older than five years, the colleges will follow-up on the list by sending the student a letter indicating that if they need this class and intend to graduate, they will need to sign-up again. Don Flickinger will check with Kristen to see if there is a way to code the IP grades to get it off the list on Banner.

Summer Class Size

Don Flickinger indicated that Wednesday of the last week of classes (April 30, 2009) at 5:00 p.m. was the day established for making a decision if the class was full thus indicating what would be paid. Low enrollment for full-pay courses will be submitted April 29th after 5:00 p.m. and the approving will be done on April 30th.

Class Size

Don Flickinger distributed the document that was developed on class size for SPARC last week. He asked that the Deans carefully review the class size issue. The Deans expressed their concern with the accuracy of information that was compiled as this information may be interpreted as faculty getting paid for the small classes where in fact they may not be. It was suggested that the small class size report from the colleges be used.

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2% Budget Reduction

VP Burcham indicated that he would like the Deans to submit their 2% reduction information to him by May 15. Some of the guidelines would be to not take people out of positions, to not close programs, and to not reduce student wages as students may have to be used more. The VPAA office can come up with \$1m but \$700,000 is still needed. The Deans were encouraged to meet with VP Burcham concerning this.

Annual Plans

VP Burcham indicated that he had developed a "cheat sheet" for the annualized plans; however, the President indicated that he liked what Kendall had developed and asked that the other divisions do their plans in that format where the SPARC initiatives were outlined. Robbie Teahen will be working on this new document and it will be sent to the Deans for review.

Endowed Scholarships

VP Burcham indicated that if the colleges have the money to offer scholarships, please do so. He indicated that the "FERRIS CARES" scholarship will be launched to assist students who are in need.

Announcements

Dean Haneline reported that Allied Health Sciences conducted a best practices session to enhance instruction with 45 people participating.

Reinhold Hill reminded the Deans of the PRISM ceremony at 11:00 a.m. today in the Dome Room.

Dean Johnston reported that the Michigan Department of Education rates Schools of Education from 0-70% and Ferris has been consistently at 61% with CMU and MSU at 63%. This year Ferris was rated at 68%. There will be an article concerning this in the paper. The scores were on students' test scores, what students thought that they could teach compared to what the schools thought that they could teach, and program completion to name a few.

Robbie Teahen indicated that one more edition of the Academic Affairs Newsletter would be coming out after the April 30th event. She encouraged the Deans to submit information on new staff.

Respectfully submitted,

Linda J. Telfer
Executive Secretary to the
Vice President for Student Affairs
Acting Vice President for Academic Affairs