

DEANS' COUNCIL

MINUTES

May 12, 2009

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

Guests: Troy Tissue and Gretchen Spedowske.

SERV

Troy Tissue explained that the SERV program is Supportive Education for Returning Veterans. This program is designed to assist the veteran in coming to campus. Ferris has 300 veteran students right now. Paul Langdon works with the veterans as well as a Kendall student who was just hired. There will be a resource room in Rankin Center as well as continued development of the registered student organization for veterans, assisted by Jean Bennett from Heavy Equipment. Troy explained that there is a Military Scholarship plus they also qualify for in-state tuition. Students used to receive their GI money and it was always a flat rate. That has changed so that the colleges now receive the check for the tuition in full. The students receive a book stipend and a per diem check as well. Troy noted that private institutions also qualify for this. Troy indicated that Ferris is a veteran-friendly campus but more could be done and asked the Deans to assist in any way possible.

Faculty Recognition Recap

Gretchen Spedowske asked how the Faculty Recognition event could be improved fully understanding the fire alarm that went off and the quality and lack of food at the Holiday Inn. Dr. Burcham indicated that he thought that the Deans announcing the awards was nice. Discussion followed on if awards need to be added or taken away and also the lack of participation by the faculty and whether the activity has run its course. The Deans agreed that this event does not need to be at the Holiday Inn and could be held in the IRC Connector. The Deans also discussed having a ceremony at the college level. It was suggested to form a committee and make a recommendation to the Vice President concerning Faculty Recognition, Academic Honors Convocation as well as Service Awards and determine what is it that we are trying to do. The Deans all agreed that this type of recognition should be encouraged and that a press release should be done for the Pioneer and Torch.

2% Savings Opportunities

Allied Health Sciences

- Do not fill one position - \$37,000
- Do not renew another position - \$37,000 approximately
- Cut S&E

Arts and Sciences

- Salary and Fringes could be eliminated from base but then adjunct would come from central funds.
- Eliminate every unfilled position
- Restructure (Williams Auditorium)

Business

- No presentation.

CPTS

- Use webex for advising and meetings
- Cut part-time front desk person
- Cut one position
- Review of faculty at off-campus locations re contract

Education and Human Services

- Eliminate existing position plus adult part-time position.
- Put CJ faculty positions on hold
- Reduce release time
- Eliminate TVP position and adult part-time person
- Phase 2 – Reorganize and also cut S&E

Engineering Technology

- Reorganize and would have four schools (savings of \$180,000)
- Buy-outs (up to \$250,000 savings)
- Move positions around
- Will have coordinators next year but will do search for directors

FLITE

- Dean's position is the only open position
- Look at buy-outs
- Modules that are being paid by the general fund should be paid by colleges.

- Look at free software
- Review of memberships and phones
- Share van with Student Affairs

Optometry

- Look at buy-outs and what the conditions of the buy-outs will be
- If Dean's position is filled will need to look at S&E

Pharmacy

- No one attended to present

University College

- Lost two people (high-end salaries) replaced with low-end salary and use salary savings.

Academic Affairs

- Classroom renovations reduced

NOTE:

- Take funds from positions this year but don't eliminate the positions.
- Review of class size

Blended Sections Taught Partially On-Line – How to Identify

Don Flickinger questioned how blended sections should be identified. It was discovered that faculty are teaching blended assignments and not being reported as such and with no approval. Approvals need to be obtained and students need to know what the expectations are. The Deans determined that approval needs to be at the Dean's level.

IP Grades

Don Flickinger reported that the IP grades are being reviewed further at both the undergraduate and graduate level.

Finals Week – Class Attendance

Discussion took place on how many faculty are giving exams during exam week since they are being paid.

Adjunct Faculty IT Security

There have been some concerns with adjunct faculty having access to student data even when they are not actively teaching. The current Campus Computing Access and ID Creation Business Policy Letter states, "Adjunct faculty who are re-hired in consecutive semesters (fall to winter, winter to fall, etc.) and other similar types of employees will not lose access at the end of each semester assignment and therefore, will not need Account Set-up Forms completed every semester. Following are the procedures that will be implemented:

Faculty Self-Service Banner access will be removed 30 days after the end of their section assignment.

Adjunct faculty will keep all their access, except for Faculty Self-Service Banner, for 360 days after their assignment ends. *During this time if the department intends to "re-hire" the adjunct faculty, the department secretary can go ahead and assign them to another course in Banner thereby reinstating their Self Serve Banner access immediately. A new PAF is still required by HR for the upcoming semester.*

The modified policy "footnote" would read:

"Adjunct faculty who are entered in Banner to teach in consecutive semesters (fall to winter, winter to fall, etc.) and other similar types of employees will not lose access to Novell, MyFSU, INB, or FerrisConnect at the end of each semester assignment and therefore, will not need Account Set-up Forms completed every semester. Faculty Self-Serve Banner access will be removed 30 days following the end of an adjunct's course assignment and is reinstated by the department upon re-hire.

The Deans were asked to send their comments concerning this to Don Flickinger by May 15.

Repeating Courses After Degree Completion

The policy for repeating courses after degree completion will not change. Don Flickinger will develop an Academic Affairs Policy Letter concerning this.

Future Minor Cap Type Work

Don Flickinger explained that if the current minor caps were in the process or if the minor cap dealt with a health and safety issue, it would be completed. Don asked that the requests for next year's minor caps be sent to him by May 22 only if it dealt with health and safety issues.

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Announcements

Tom Oldfield explained that Euro Manufacturing would be putting up a facility in West Michigan. Tom questioned what the procedures will be this year for an extension of vacation days. Dr. Burcham indicated that he needed a memo indicating the amount of requested carryover hours and when they will use it by.

Robbie Teahen has been working with assessment workshops and on-line groups on outcomes. Work is progressing on the Ed.D. program

Michelle Johnston reported that 100% of the Criminal Justice students passed their law enforcement exam.

Bill Potter asked the Deans to let him know if they should conduct Academic Advisor training workshops this summer. He also reported that they received more applications to the Honors Program but the commitments are down.

Nancy Peterson-Klein indicated that they are having a two-day seminar for their students supported by industry and that the students will be taking part three of their national boards. Their hooding ceremony will take place on Friday night in Williams Auditorium and Nancy thanked all those who attended the Optometry groundbreaking ceremony.

Leah Monger reported that the Dean of the Library Search Committee will be conducting interviews.

Don Green indicated that Wayne County Community College really wants us to bring programs there.

Don Flickinger reported that the Optometry Dean Search is moving forward with on-campus interviews being held at the end of June. A town hall meeting with the General Education Task Force was held last week. Social distancing will be worked on this summer as it relates to the flu issue.

Dan Burcham reported that enrollment is looking ok and calling to students has taken place. Continuing student enrollment is looking good. Ferris is trying to assist those families who have identified a real need due to the economy in way of scholarships.

Respectfully submitted,

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