

## **DEANS' COUNCIL**

### **MINUTES**

**June 23, 2009**

**Present:** Dan Burcham, Don Flickinger, Cheryl Cluchey (for Don Green), Michelle Johnston, Matt Klein, Leah Monger, David Nicol, Tom Oldfield, Bill Potter, and Robbie Teahen.

**Guest:** Kim Wilber

#### **IDEA Pilot Administration**

Robbie Teahen distributed information for talking points on IDEA faculty evaluation. She also noted that information is available at <http://www.theideacenter.org/>. Robbie explained that IDEA usage evolved from the need for a unique instrument for use in online courses by the Advancing Online group. The College of Arts and Sciences has used the IDEA form successfully for several years and many think it is a much more valuable tool than SAI (an in-house tool) and also more cost effective. Grant Snider and Andy Karafa will be discussing this at a future Deans' Council meeting. The Deans would like to pursue this as soon as possible but suggested that Grant and Andy address the Department Heads/Chair council as well,

#### **Leadership and Mini Conference**

Michelle Johnston indicated that she took a group of students to an ACE conference. The students felt that this type of conference could be held at Ferris so Michelle contacted Leroy Wright, Dean of Student Life to pursue this further. A conference is being planned for October 17 or 24 for both men and women. Dan Burcham suggested that this be connected with the WILL (Women Investing in Leadership and Learning) through Student Government. More information will be forthcoming.

#### **Military Class Absence**

Don Flickinger distributed a draft policy on Absences for Temporary Active Military Service for the Deans' review. He indicated that a student had National Guard duty and the instructor indicated that he would suffer a grade loss as this was not considered active military service. The Deans suggested that 12 continuous days be changed to 12 business days. The Deans were asked to review further and any comments should be back to Don by July 13.

#### **Emergency Plan-Succession contact information**

Don Flickinger indicated that because of the current flu situation, the contact list needs to be updated. Don noted that he would put together a template for the Deans and asked that they:

1. Determine what an essential service is in their college.
2. Determine "back-up" people for all positions.
3. Have a FerrisConnect plan for all classes.
4. Define absence policy in class as well as faculty absence and how we log that.

### **Online Contracts-College Responsibility-Central FOAP**

An online budget has been established so that the cost of online can be determined. Discussion followed on what would be needed and the most efficient way to handle. CPTS will be the central reporting place to give VPAA's office costs each semester. A template will be developed for this and be reviewed by the Deans as well as their staff.

1. VPAA Office will pay for all overload and adjunct teaching for online courses after the semester is over.
2. Colleges prepare contracts/letters and PAFs, and appropriate hiring documents (according to current procedures)
3. Colleges put their own FOAP on it and send to HR.
4. Deans' Offices will prepare faculty load report (based on approved template) and send to Cheryl Cluchey and Robbie Teahen by the end of the 3<sup>rd</sup> week of each semester.

### **2% Base Reduction**

Dan Burcham explained that the 2% base reductions will be made for the next fiscal year (2009-2010). He noted that with more positions eliminated, there would be less salary savings for supplemental faculty funding. No decision has been made yet for the other savings opportunities that had been discussed previously.

Kim Wilber will provide the Deans with an overview of the funds that have been moved in Academic Affairs this past year.

### **Announcements**

Robbie Teahen noted that Webex expenses were proposed to be funded through the VPAA office. She indicated that Bill Knapp explained that Adobe Connect can do what is needed for small groups at 1/3 of the cost.

Matt Klein reported that the College of Arts and Sciences has been dealing with HVACR issues for the last couple of weeks which resulted in classes having to be relocated.

Tom Oldfield reported that:

- the welding faculty agreed to teach a separate group of students this summer that would not be part of the cohort for summer.
- the Automotive Department is receiving a flat bed truck as a donation.

Michelle Johnston reported that tax incentives are being offered for movie production and television production for Michigan.

Leah Monger indicated that off-reference list checks are being conducted for the Dean of the Library candidates.

Deans' Council  
Page 3  
June 23, 2009

Don Flickinger reported that:

- the Dean of Optometry candidates will be interviewing on campus next week.
- the Emergency Task Force will be meeting and asked that the Deans make sure that all aspects of their colleges are covered should an emergency arise.

Cheryl Cluchey indicated that:

- they are in the process of hiring Lansing and Delta College coordinators.
- 28 HVACR students registered for on-line classes which would not be part of the cohort for Fall/Spring classes.

Respectfully submitted,

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