

DEANS' COUNCIL

MINUTES

July 8, 2008

Present: Dan Burcham, Cheryl Cluchey (for Don Green) Richard Cochran, Don Flickinger, Ellen Haneline, Michelle Johnston, Matt Klein, Ian Mathison, David Nicol, Tom Oldfield, Nancy Peterson-Klein, Bill Potter, and Robbie Teahen.

Excused Absence Forms

Don Flickinger distributed the University Academic Withdrawal policy and explained as soon as the college/department/program becomes aware that a student is not attending classes on a repetitive basis, it must notify the Records Office. If, by due process, determination is made by the Records Office that a student has ceased attendance in all classes during the semester and failed to provide notice of his/her intent to withdraw, the Records Office will initiate an Academic Withdrawal. This procedure is particularly important if the student has financial aid. Don asked that the Deans share this with their Department Heads as well as at Fall faculty meetings.

Internship and Financial Aid

Don Flickinger distributed the Academic Affairs Policy Letter of Student Internship Full-Time Financial Aid Status Policy that will be put into effect Fall, 2008 which states that students enrolled for single-semester internships with variable credit loads between 2 credits and 12 credits and requiring at least 400 hours of field experience are considered full-time students for the purpose of financial aid. The requests for internship course approval for full-time financial aid status should be submitted to the Assistant Vice President for Academic Affairs by the college Dean. Approved requests will be forwarded to the Director of Financial Aid and Registrar for implementation.

GPA Rounding

Don Flickinger indicated that we should be consistent campus-wide in calculating GPAs. He suggested that we are rounding to two decimal point places. For example, a 1.998 would be rounded to a 2.00. Matt Klein indicated that he agreed that we should be consistent and that rounding to two decimal points would be consistent with Banner also. The Deans concurred that this would be acceptable.

Proficiency Test Procedures

Don Flickinger questioned if a student took a proficiency test and failed it, could that student take the test the next day. Discussion followed on program scenarios and the Deans agreed that at least a month timeframe should be used.

UAPs

Tom Oldfield explained the Academic Affairs UAP process that was used. He also explained the initiatives that were submitted and what was funded.

On-Line Class Size

Robbie Teahen questioned if the on-line class size expectation would be ready for Fall semester. After much discussion, the Deans felt that Fall 2009 would be more reasonable as schedules will be submitted by January for next year's Fall schedule. Discussion followed on the pay rate as well.

Preliminary Plans for Returning Faculty Professional Development Day

Robbie Teahen previously distributed proposed activities for the Fall 2008 Professional Development Day activities for faculty. She indicated that Wednesday was designated as faculty professional development day. She asked that the Deans encourage their faculty to attend and develop their own schedule for events that do not preclude this meeting. Below is the schedule:

Monday, August 25 – Department and College meetings
Tuesday, August 26 - FFA meetings
Wednesday, August 27 – Faculty Center Day
Thursday, August 28 – Late Registration
Friday, August 29 – Late Registration
Monday, September 1 – Labor Day

Discussion followed on offering the safety presentation that was used at Summer University during Faculty Center Day. It was suggested that this could also be offered during the year as well.

TracDat – DRAFT Implementation Plans

Robbie Teahen reported that she had attended a TracDat conference with Ellen Haneline, Doug Blakemore, and Kim Wilber. A “power users” group will be established consisting of one person from each college that will be entering information into the system. The goals will be to record the result of the measurements and actions taken as a result of this. This data will be used to make decisions. Sandboxes will be created so that individuals may play with the system. Robbie indicated that we have students that could assist with inputting data.

Henry Ford Community College

Don Flickinger explained that Henry Ford Community College uses a + or – in their grading system but drops them when calculating GPAs on transcripts. Ferris will use the course honor points for accepting transfer courses not grades.

Flu Template

Don Flickinger explained that four contacts are needed per office in succession order for the flu template. He questioned how we would operate “post” students leaving. This will be discussed further at the next Deans' Council meeting.

Deans' Council
Page 3
July 8, 2008

Adjunct Compensation

Don Flickinger noted that data has been gathered and work is being done on the draft increase in adjunct compensation paper. A recommendation should be ready yet this month. This will be discussed further at the next Deans' Council.

Announcements

Michelle Johnston reported that her clerical-technical staff organized a session on August 5 to talk about PAFs and HAFs. The entire campus is invited to participate.

Richard Cochran indicated that there is a fee schedule in place through Institutional Research & Testing to cover the issue of proctoring on-line exams at Ferris.

Tom Oldfield announced that he had seen Chuck Matrosic who was doing well.

Bill Potter reminded the Deans that the Academic Advisor Workshop will be held all day next Wednesday and Thursday morning.

Robbie Teahen reported that the Major Gift Officers will attend a workshop on July 28th in Traverse City. She welcomed the Deans to participate.

Dan Burcham indicated that Carla Miller would like the Deans to participate in a feasibility survey to get their feedback on how they might assist in fundraising. He also indicated that the Foundation will be meeting on Friday and would like one of the Deans to give a brief presentation. Michelle Johnston volunteered to attend.

Respectfully submitted,

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