

**Academic Senate**  
Agenda for the Meeting of  
Tuesday, February 4, 2014  
IRC 120  
**10:00 - 11:50 am**

1. Call to Order and Roll Call
2. Approval of Minutes
  - A. January 14, 2014 minutes
3. Open Forum
4. Reports
  - A. Senate President – Khagendra Thapa
  - B. Senate Vice President – David Marion
  - C. Senate Secretary – Melinda Isler
5. Committee Reports
  - A. University Curriculum Committee – Sandy Alspach
  - B. Student Government – Andrew Kalinowski
  - C. General Education – Fred Heck
  - D. Senate Elections – Charles Bacon
6. New Business
  - A. Polymers Materials Minor – Sandy Alspach
7. Conversation with the Senate
  - A. Office 365 Migration - Jim Cook – Information Services
8. Announcements
  - A. FSU President - David Eisler
  - B. Provost – Fritz Erickson
  - C. Senate President – Khagendra Thapa
9. Open Forum
10. Adjournment

**Minutes  
Ferris State University  
Academic Senate Meeting  
IRC 120  
January 14, 2014**

Members in Attendance: Alspach, Bacon, Baker, Barnes, Berghoef, Boncher, Brandly, Bajor, Cook, Cook, Dakkuri, Daubert, Dinardo, Drake, Fox, Griffin, Groves, Hanna, Harlan, Ing, Isler, Jenerou, Klatt, Marion, Piercey, Potter, Richmond, Rumpf, Schmidt, Thapa, Todd, Tower, Wancour, Yowitz

Members absent with cause: Nagel, Nazar

Members absent: Abbasabadi, Amey, Jiao

Ex Officio and Guests: Adeyanju, Blake, Durst, Eisler, Erickson, Garrison, Heck, Johnston, Kurtz, Nicol, Potter, Keys, Barkel, Schult

1.	President Khagendra Thapa opened the meeting at 10:03 a.m.
2.	<b>Approval of Minutes.</b> Senator Alspach moved the minutes of December 3, 2013. Senator Griffin seconded. Secretary Isler noted some editorial corrections. Motion passed.
3.	<b>Open Forum</b> A. There were no open forum items.
4.	<b>Officer Reports</b> A. President Thapa noted the president was seeking input on the strategic plan and invitations should be coming. He asked Senators to place it on their calendars if at all possible. B. Vice-President Marion said the Task Force on Committees has been formed and will be meeting shortly. C. Secretary Isler reminded senators and guests to sign the attendance sheet in the back .
5.	<b>Committee Reports.</b> A. Chair Alspach noted that there were no curriculum policies on the agenda but there was a motion relating to minors. Senator Cook asked for a status report on the ISI 5 year proposal. Senator Alspach said it moved from the UCC to Academic Affairs. Senator Marion added Associate Vice-Provost Paul Blake was holding the proposal for rewrites. B. Student Government President Andrew Kalinowski inquired about increasing involvement in student government, particularly in college representatives. Senator Drake asked how much time such involvement involved? President Kalinowski said it was 2 office hours, the weekly meeting and service on an internal/external committee. Members on the executive committee make a greater time commitment. Vice-President Yer Xiong? Also spoke on increasing student participation. They passed out brochures for Senators to pass on to their students. C. General Education Task Force Chair Fed Heck said the General Education Coordinator search was underway and 1 applicant had been received. The task force was continuing to search on that search committee. Senator Hanna asked if Mike Feutz was still representing the College of Engineering Technology. Professor Heck said he had considered stepping down but agreed to continue. Senator Dinardo asked if faculty could do anything to help. Professor Heck said to spread the word about the position and encourage applications.
6B	<b>Program Coordinator Release Time.</b> Senator Hanna read aloud a revised motion about Program Coordinator Release time (revised from the one included in the December 2013 packet). Seconded by Senator Schmidt. Senator Baker asked how program coordinator was defined and a program, as that impacted how this was implemented. He also asked for clarification on the sliding scale. Senator Hanna responded the purpose of the motion was to create support for disparate practices in colleges, and his scale (he had thought of in terms of 50 student increment blocks). Senator Baker said adding definitions would strengthen the motion. Senator Schmidt noted the FFA also deals with issues of release time and it is possible to have different definitions of the word program. Senator Todd added that smaller programs than 50 students may need as much release time as they do more recruiting and have less faculty assistance. Senator Marion asked if the idea was to move to uniformity? Senator Hanna said the idea was for

	<p>parity for administrative resources, instead of the aprc cherry-picking certain programs. The motion passed with 4 abstentions.</p>
7A.	<p><b>Motion to Modify UCC Minor policy</b>          Senator Alspach moved to approve this program. Senator Ing seconded. Senator Alspach explained this modification came out of the 22 credit Math minor which put them over the limit of classes that also counted toward the major (because of a 4 credit class included). Senator Berghoef commented that this could also effect the Spanish minor. Senator Schmidt asked why a limit was needed. Senator Alspach said that the intention was not to dilute the intent of the minor within the requirements of the major. Senator Schmidt said why not make it a limit of 7. Senator Bergheof said that might not work with Spanish. Senator Peircey suggested an alternate wording which would take the larger of the two options instead. Seconded by Senator Ing and accepted by proposer Alspach. Senator Dakkuri asked why changes were needed. Senator Schmidt asked why this could not be dealt with on an exception basis. In communication, minors could be gotten taking ½ of the courses as part of major coursework. Senator Alspach said the UCC preferred to deal with it on a policy level. The vote on the amended motion passed with one no and 1 abstention.</p>
7B	<p><b>Motion to Modify Faculty Research Committee Mission Statement.</b>          Senator Richmond moved to modify the mission statement. Senator Marion seconded. Senator Richmond highlighted some of the changes to the statement included encouraging cross-disciplinary projects and added student involvement. He added that the second page of information includes more information about directions the committee may be going. Professor Barkel noted this is an additional role for the committee that is in part as a result of reorganization of the Academic Research Office. Senator Boncher noted this is a reallocation of money and not additional money. She asked if rubrics will be developed. Senator Hanna asked if in the third line student modified both involvement and contributions to current knowledge. Senator suggested a modification to “contribution to knowledge and student involvement”. Seconded by Senator Klatt and accepted by Senator Richmond. Senator Boncher noted this was a change in research funding. Motion passed.</p>
8.	<p><b>Announcements</b></p> <p>A. President Eisler sent the invitations to forums on the strategic plan for January 30, 2014 should be coming out in email that day. He also noted that the new Vice President for Student Affairs Jeanne Root-Ward would be beginning on February 13, 2014. He also noted a replacement transformer from Rankin Center was being installed and hopefully, power to the north end of campus would be functional by Tuesday afternoon so classes could resume. He briefly discussed a replacement for IPEDS as a measure for student achievement and how this works better with Ferris numbers. He also noted the state does have a surplus and he would be advocating for better funding for higher education. Senator Bacon asked about resources for that meeting? President eisler said they would be made available. Senator Todd said program advisory boards are great participants. Senator Tower asked about Ferris State University and the state efficiency measures. President Eisler said they did very well and would be promoting this to Michigan legislators.</p> <p>B. Provost Erickson said additional strategic planning meetings for faculty would be coming up. He discussed changes in the Office of Academic Research. Professor Barkel has returned to faculty but would continue to work with the faculty research committee. They were going to have a search for a grants officer. Associate Dean Jon Sprague agreed to take on faculty outreach for grants. The third piece which was working on sponsored programs would occur through EIO. Investment in research over the past 5 years has increased from Academic affairs from \$20,000 to \$157,000. They continue to look to grow and expand. A search was underway for an Associate Provost of Online and Virtual Learning. He noted that Mischelle Johnston, Dean of College of Education and Human Services was retiring at the end of the month and Larry Schult had begun as the new Dean of College of Engineering Technology. Senator Boncher asked if there would be more money for equipment. Provost Erickson said the deans were currently undergoing a equipment request process. Professor Barkel asked senators to also fill out a survey on equipment needs. Senator Bacon asked what happened to changing the College of Education and Human Services structures. Provost Erickson said the college decided they wanted to stay under their current structure.</p> <p>C. President Thapa had no report.</p>

9.	<b>Open Forum</b> A. Senator Alspach noted an upcoming speaker on sports gambling and the start of the Sports Communication Speaker Series with Ira Childress on January 27.
10.	Senator Marion moved to close the meeting at 11:10 a.m. . Senator Marion seconded Motion passed.

Respectfully submitted,  
Melinda Isler  
Secretary

**TO:** All Persons Represented by the Academic Senate  
**FROM:** Dr. Charles Bacon, Chair, Senate Election Committee  
**DATE:** January 29, 2014  
**SUBJECT:** Senate Elections

On **March 26 and 27, 2014**, Academic Senate elections will be held to fill the seats of Senators with expiring terms. You are reminded of the following:

- 1) All persons elected in this election in the Colleges of Education & Human Services, Health Professions, Arts & Sciences, Optometry, Pharmacy, Engineering Technology, Business, Retention & Student Services, External & International Operations and the Counselor/Librarian group will hold a two-year term
- 2) **College Units: Full-time**, Board-appointed instructional faculty from each college of the University who, for purposes of representation, shall be members of that unit from which compensation is derived. Each college shall be considered as a separate unit for purposes of representation on the Senate. These college units shall consist of the College of Health Professions, the College of Arts and Sciences, the College of Business, the College of Education and Human Services, the Michigan College of Optometry, the College of Pharmacy, the College of Engineering Technology, Retention and Student Success, and External/International Operations.

**Counselors and Librarians Unit:** Librarians, admissions and personal counselors shall be considered as one unit.

- 3) You may file a nominating petition or affidavit, countersigned by one other member of your unit by sending it to the Senate Office (CSS 208A) before **March 7, 2014**. Nominating petitions are available from the Senate Office, CSS 208A, between 7:30 a.m. and 4:30 p.m. Monday through Friday or from your election officer listed below and will be available on the Academic Senate Webpage. You will receive from the Election Committee, no later than **March 17, 2014**, a list of those persons nominated.

**Your Election Committee officers are:**

College	Representative	Campus Address	Campus Phone
Arts and Sciences	Charles Bacon	ASC 3019	2586
Business			
Counselors/Librarians	Melinda Isler	FLT	3731
Education & Human Services	Liza Ing	BIS 410	5362
Engineering Technology			
External/International Operations	David Baker	FSU GR	616-643-5722
Health Professions			
Optometry	Alison Jenerou	MCO 231	2179
Pharmacy			
Retention & Student Success	Louise Yowitz	STR 321	3640

# Draft

**TO:** All Persons Represented by the Academic Senate  
**FROM:** Dr. Charles Bacon, Chair, Senate Elections Committee  
**SUBJECT:** Senate Apportionment for 2013-2014 Elections  
**DATE:** January 24, 2014

This report is filed in accord with Article IV, Section 3 of the Senate Charter. It should be noted that anyone who is eligible can vote whether or not they are on the list if they are eligible on Election Day (Article IV, Section 5).

The committee has determined that there are **494** qualified electors. Dividing the electors by **35** yields a factor of 14.1. This factor is divided into each unit total to determine the number of representatives to be elected this spring. According to formula (Article III, Section 3) the 2014-2015 Senate will have 40 members.

## ELIGIBLE VOTERS AND REPRESENTATION FOR THE SENATE

Unit	Eligible	Total Representation	Number to be Elected
Health Professions	36+3 =39	3	1
Arts & Sciences	123+47=170	12	1
Business	64+8=72	5	1
Counselors & Librarians	18	2	1
Education	30	2	1
Optometry	19+2=21	2	1
Non-Tenure Track Instructional Faculty	Fall Election	2	2
Pharmacy	39	3	1
Engineering Technology	73	5	3
Retention & Student Services	7	2	1
External & International Operations	25	2	1
Total	494	40	

Eligible persons may file for election before **March 7, 2014**. Each unit will post candidates on **March 17, 2014**. The election will be held electronically on **March 26 and 27, 2014**.

**ACADEMIC SENATE**  
**Nomination Petition**

I, the undersigned member of the College of \_\_\_\_\_ of Ferris State University, nominate \_\_\_\_\_ for the office of Senator to the Academic Senate and hereby certify that the nominee has consented to having (his) (her) name placed in nomination for the office and possesses all the necessary qualifications for membership on the Senate as indicated in Article IV of the Academic Senate Charter.-

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

I, the undersigned, have consented to become a nominee for Senator to the Academic Senate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

**This nomination form must be returned to the Academic Senate Office by March 7, 2014**

**ACADEMIC SENATE**  
**Nomination Petition**

I, the undersigned member of the College of \_\_\_\_\_ of Ferris State University, nominate \_\_\_\_\_ for the office of Senator to the Academic Senate and hereby certify that the nominee has consented to having (his) (her) name placed in nomination for the office and possesses all the necessary qualifications for membership on the Senate as indicated in Article IV of the Academic Senate Charter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

I, the undersigned, have consented to become a nominee for Senator to the Academic Senate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

**This nomination form must be returned to the Academic Senate Office by March 7, 2014**

ACADEMIC SENATORS 2013-2014

	College/Unit	Last Name	First Name	Office	Ext.	Committee Assignment
1.	Allied Health	Barnes	Barbara (2)	VFS 307	2256	Health Promotions Committee
2.		Harlan	Kathleen (2)	VFS 210	2287	Arts and Lectures Committee
3.		<b>Wancour</b>	<b>Susan (1)</b>	<b>VFS 312</b>	<b>2398</b>	<b>Senate Executive Committee/Policy &amp; Standards</b>
4.	Arts & Sciences	Alspach	Sandra (2)	JOH 127	2779	UCC/Athletic Advisory Committee
5.		Berghoef	Michael (2)	ASC 2108	2765	Past President Gen Ed Task Force
6.		Griffin	Richard (2)	ASC 2094	2761	International Education
7.		Piercey	Victor (2)	ASC 2021	2823	University Curriculum Committee
8.		Bacon	Charles (2)	ASC 3019	2586	Student Life Committee
9.		Groves	Randy (2)	JOH 119	2771	Senate Diversity Committee
10.		<b>Klatt</b>	<b>Paul (1)</b>	<b>ASC 2004</b>	<b>2671</b>	<b>Faculty Research Committee</b>
11.		<b>Nagel</b>	<b>George (1)</b>	<b>JH 119</b>	<b>3618</b>	<b>Faculty Research Committee</b>
12.		<b>Daubert</b>	<b>Daisy (1)</b>	<b>ASC 2012</b>	<b>2554</b>	<b>Professional Development Committee</b>
13.		<b>Jiac</b>	<b>Hengli (1)</b>	<b>ASC 2021</b>	<b>2825</b>	
14.		<b>Abbasabadi</b>	<b>Ali (1)</b>	<b>ASC 3017</b>	<b>3571</b>	
15.	Business	<b>Marion</b>	<b>David (2)</b>	<b>IRC 212R</b>	<b>3164</b>	<b>Senate Vice President</b>
16.		<b>Cook</b>	<b>Teresa (1)</b>	<b>IRC 212T</b>	<b>3167</b>	<b>Athletic Advisory Committee</b>
17.		Bajor	Larry (2)	IRC 212B	3153	
18.		<b>Nazar</b>	<b>Vivian (1)</b>	<b>BUS 374</b>	<b>2473</b>	<b>International Education Committee</b>
19.		Tower	Spence (2)	IRC 212L	3163	EMAT
20.		Brandy	Mark (2)	BUS 200	2433	Athletic Advisory Committee
21.	<b>Counselors/</b>	<b>Richmond</b>	<b>Christopher (1)</b>	<b>BHC 210</b>	<b>5968</b>	<b>Faculty Research Committee</b>
22.	Librarians	<b>Isler</b>	<b>Melinda (2)</b>	<b>FLT 358</b>	<b>3731</b>	<b>Senate Secretary/University Grad &amp; Professional Council</b>
23.	Education	Ing	Liza (2)	BIS 410	5362	University Graduate and Professional Council
24.		<b>Arney</b>	<b>Steve (1)</b>	<b>BIS 514</b>	<b>5083</b>	<b>Athletic Advisory Committee</b>
25.	Optometry	Jenerou	Alison (2)	MCO 231	2179	Athletic Advisory Committee
26.		<b>Dinarido</b>	<b>Amy (1)</b>	<b>MCO 231</b>	<b>2202</b>	<b>Senate Executive Committee/Distinguished Teacher</b>
27.	<b>Non-tenure Track Inst. Faculty (Fall Election)</b>	<b>Fox</b>	<b>Bernadette (1)</b>	<b>ASC 3025</b>	<b>2522</b>	
28.		vacant				
29.	<b>Pharmacy</b>	<b>Boncher</b>	<b>Tracey (1)</b>	<b>PHR 105</b>	<b>2283</b>	<b>University Curriculum Committee</b>
30.		<b>Dakkuri</b>	<b>Adnan (2)</b>	<b>PHR 105</b>	<b>2240</b>	<b>Senate Executive Committee</b>
31.		Potter	Gregg (2)	PHR 105	2241	Professional Development Committee
32.	<b>Technology</b>	<b>Drake</b>	<b>Chuck (1)</b>	<b>SWN 405</b>	<b>2788</b>	
33.		<b>Hanna</b>	<b>David (1)</b>	<b>GRN 227</b>	<b>2680</b>	<b>Distinguished Teacher Committee</b>
34.		Rumpf	Jim (2)	SWN 108	3591	Arts and Lectures Committee
35.		<b>Thapa</b>	<b>Khagendra (2)</b>	<b>SWN 314</b>	<b>2672</b>	<b>Senate President</b>
36.		<b>Todd</b>	<b>Gareth (1)</b>	<b>JOH 309</b>	<b>5041</b>	<b>Academic Program Review Council</b>
37.		<b>Schmidt</b>	<b>John (1)</b>	<b>GRN 227</b>	<b>5283</b>	<b>University Graduate and Professional Council</b>
38.	Retention & Student Services	Yowitz	Marie (2)	STR 321	3640	Senate Health Promotion Committee
39.		vacant				
40.	External & International Oper.	vacant				
41.		Baker	David (2)	FSU-GR	616 643-5722	



**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title: Polymer Materials Minor**

Initiating Individual: R. Speirs                      Initiating Department or Unit: PLRU

Contact Person's Name: R. Speirs e-mail: speirsr@ferris.edu phone: 2964

- Group I - A – New degree, major, concentration, minor, or redirection of a current offering
- Group I - B – Deletion of a degree, major, concentration, or minor
- Group II - A – New Course, modification of a course, deletion of a course
- Group II - B – Minor curriculum clean-up
- Group III – Certificates ( College Credit  Non-Credit)
- Group IV – Other Site Locations ( College Credit  Non-Credit)

	Signature	Date	Vote/Action * Number count **
Program Representative **	<i>Stephy R. Wolfen</i>	2-14-13	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School/Faculty Representative Vote **	<i>[Signature]</i>	3/11/13	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Department/School Administrator	<i>[Signature]</i>	4/10/13	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee/Faculty	<i>[Signature]</i>	10/15/13 (6-0)	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Dean	<i>[Signature]</i>	12/19/13	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee **	<i>Sandy Hspuch</i>	1/13/14	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Senate **			<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support <input type="checkbox"/> Abstain
Academic Affairs			<input type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support

\* Support with Concerns or Not Support must include identification of specific concerns with appropriate rationale.  
 \*\* Number count must be given for all members present and/or voting.

To be completed by Academic Affairs		Date/Term of Implementation: _____
President (Date Approved) _____	Board of Trustees (Date Approved) _____	Academic Officers of MI (Date Approved) _____

**1. Proposal Summary**

*Change to the Polymer Materials Technology Minor, POMT, reflects curriculum changes instituted by the Plastics And Rubber Programs in the fall of 2010. This change combined the Plastics Technology and Rubber Technology degrees (AAS) into one degree, approved as Plastics and Polymer Engineering Technology (PPET). This change eliminated PLTS 110 and RUBR 110, modified PLTS (now PPET) 223 by reducing a credit and added two new courses PPET 115 and PPET 120. No significant changes were introduced to the minor but rather a reflection of the new philosophy that the program adopted and the above new courses. Ultimately, no new courses were developed for the minor however the POMT course requirements changed to reflect the curricular changes within the department.*

**2. Summary of All Course Action Required\*****a. Newly Created Courses to FSU:**

Prefix	Number	Title
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**b. Courses to be Deleted From FSU Catalog:**

Prefix	Number	Title
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**c. Existing Course(s) to be Modified:**

Prefix	Number	Title
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**d. Addition of existing FSU courses to program**

Prefix	Number	Title
PPET	100	Survey of Plastics & Elastomers (2)
PPET	280	Intro to Rubber Technology (3)
PPET	115	Plastics Product Manufacturiug (2)
PPET	120	Plastics & Polymer Mat'l Selection(2)
PPET	223	Plastics Testing & Properties (4)
PLTS	342	Material Selection (3)
PLTS	361	Plastics Composites (2)

**e. Removal of existing FSU courses from program**

Prefix	Number	Title
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**3. Summary of All Consultations**

**Form Sent (B or C)      Date Sent      Responding Dept.      Date Received & by Whom**

*Not needed – already agreed to with PPET curricular changes Jan. 2009*

**4. Will External Accreditation be Sought? (For new programs or certificates only)**

\_\_\_\_\_ Yes                      \_\_\_\_\_X\_\_\_\_\_ No

**If yes, name the organization involved with accreditation for this program.**

*N/A*

**5. Program Checksheets affected by this proposal.**

*Internal to PLRU only*

**MAJOR, MAJOR WITH CONCENTRATION, MINOR OR CERTIFICATE  
CHECKSHEET(S)**

Insert both the current curriculum checksheet (if applicable) and the proposed curriculum checksheet.

- **LABEL CHECKSHEETS AS “FORM D CURRENT” and “FORM D PROPOSED.”**

**CHECKSHEET GUIDELINES**

Because checksheets are a summary of the requirements for completing a major, major with concentration, minor or certificate granted by Ferris State University, it is essential that all University checksheets contain all of the information listed below:

- Total credits required; specifying the minimum number of credits earned at FSU
- General Education requirements per catalog guidelines; include course levels, prerequisites and semester offered (if applicable)
- Minimum number of 300 and 400 level courses
- All course prerequisites
- Any special admissions, continuation, or graduation requirements
- Student Learning Outcomes clearly linked to measurable Program Assessment Strategies (See Appendix D Writing Student Learning Outcomes)

A Term-by-Term plan for completion of the offering is recommended.

It is recommended that checksheets include information about when required courses are typically offered.

# FORM D CURRENT

COLLEGE OF TECHNOLOGY  
PLASTICS AND RUBBER DEPARTMENT

## Polymer Materials Technology

MINOR CHECKSHEET (18 Credits)

### Prerequisite:

- **Chemistry 121 Science elective (5 credits) or equivalent**  
(University Scientific understanding)
- **Math 116/115 or equivalent**

### Required Courses:

	<u>Credits</u>
PLTS 100 Survey of Plastics & Elastomers	2 ____
RUBR 110 Intro to Rubber Technology	3 ____
PLTS 110 Intro to Plastics Technology	3 ____
PLTS 223 Plastics Testing & Properties (Math 116(115)/CHEM 121 / PLTS 110)	5 ____
PLTS 342 Material Selection	3 ____
PLTS 361 Plastics Composites	2 ____
TOTAL	18 credits

College of Engineering Technology – Plastics and Rubber Department

**Polymer Materials Technology – minor**

*Why choose to minor in Plastics Materials Technology?*

The polymer materials technology minor is intended for non-Plastics/Rubber majors who are interested in the polymer industry. This minor is intended to complement existing degrees within FSU. Affording students a technical focus which result in employment opportunities in the 4<sup>th</sup> largest industry in the United States.

Students will:

- Understand and learn the terminology in the plastics and rubber industry.
- Know the most used materials and their significant properties and applications.
- Learn how to measure and evaluate polymer materials by their physical and mechanical properties.
- Know the major polymer suppliers associated with the industry.
- Know and understand typical rubber and plastics fabrication techniques.
- Understand polymer materials selection as it relates to materials and product design.

ADMISSION REQUIREMENTS:

Approval from the Plastics and Rubber Department and satisfying prerequisites.

GRADUATION REQUIREMENTS:

An academic minor may only be awarded upon completion of a baccalaureate at Ferris State University. A 2.0 gpa must be maintained for this minor to be granted.

MORE INFORMATION:

Robert Speirs, Professor  
 Plastics & Rubber Department  
 Phone: (231) 591-2964  
 Email: [speirsr@ferris.edu](mailto:speirsr@ferris.edu)

COLLEGE OF ENGINEERING TECHNOLOGY  
 PLASTICS AND RUBBER DEPARTMENT  
 POLYMER MATERIALS TECHNOLOGY  
 MINOR CHECKSHEET (18 CREDITS)

Prerequisites:

- Chemistry 121 Science elective (5 credits) or equivalent(University Scientific understanding)
- Math 116/115 or equivalent

<u>Required Courses:</u>	<u>Credits</u>
PPET 100 Survey of Plastics & Elastomers	2 ____
PPET 115 Plastics Product Manufacturing	2 ____
PPET 120 Plastics & Polymer Material Selection	3 ____
PPET 223 Plastics Testing	4 ____
PPET 280 Intro to Rubber Technology	2 ____
PLTS 342 Material Selection	3 ____
PLTS 361 Plastics Composites	2 ____

Meeting the requirements for this minor is the responsibility of the student. The student is also responsible for meeting all FSU General Education requirements as outlined in the university catalog. Your advisor is available to assist you.

Polymers Materials Minor

Sandra L Alspach

to:

Stephen R Wolfer, Larry L Schult

01/17/2014 10:40 AM

Cc:

Tracey Boncher, Adnan Dakkuri, Olukemi Fadayomi, Steve Karnes, David M Marion, Kristen L Motz, Chrystal R Roach, Douglas Zentz, Paul Blake, Elise M Gramza, Paula L Hadley-Kennedy

Hide Details

From: Sandra L Alspach/FSU Sort List...

To: Stephen R Wolfer/FSU@FERRIS, Larry L Schult/FSU@FERRIS,

Cc: Tracey Boncher/FSU@FERRIS, Adnan Dakkuri/FSU@FERRIS, Olukemi

Fadayomi/FSU@FERRIS, Steve Karnes/FSU@FERRIS, David M Marion/FSU@FERRIS, Kristen L

Motz/FSU@FERRIS, Chrystal R Roach/FSU@FERRIS, Douglas Zentz/FSU@FERRIS, Paul

Blake/FSU@FERRIS, Elise M Gramza/FSU@FERRIS, Paula L Hadley-Kennedy/FSU@Ferris

Gentlemen,

Your proposal to modify the Polymers Materials Minor was approved by UCC Monday, pending receipt of a Form D current and proposed checksheet.

We saw the information that these checksheets contain in the materials sent with the proposal, but we ask for the actual checksheets to come with the proposal.

This document is used by the Records Office to check the scribing of your changes in Banner, and should serve as the key tool for your use in working with TracDat to collect and store data to assess your program.



## What You Need to Know About Migrating to Office 365

### MIGRATION

**What is being migrated from Lotus Notes to Office 365?**

- ◆ Individual mail files from the Lotus Notes
- ◆ Folders
- ◆ Calendar entries
- ◆ Contacts
- ◆ Archive files (at a later date)

**When will I be migrated?**

- ◆ The migrations are happening by division. See schedule on [www.ferris.edu/office365](http://www.ferris.edu/office365)

**What will my email address be in Office 365?**

- ◆ `preferredfirstnamelastname@ferris.edu` (there will be a website to look-up your preferred name)
- ◆ `MyFSUID@ferris.edu`

**What can I do to prepare my mailbox for migration?**

- ◆ Please delete old and unwanted email messages, save (or delete) attachments, and clean out your sent and junk mail folders

**Will I be able to collaborate with others that have not been migrated yet?**

- ◆ You will be able to send email and calendar invitations to users on Lotus Notes. However, you will not be able to see their availability. Users on Lotus Notes will not be able to use Lync for instant messaging or video conferencing.

**How long will it take to move my Lotus Notes Account to Office 365?**

- ◆ May vary based on amount of data being processed but we anticipate most will be migrated by Monday morning by 8am.

**How do I know when my Lotus Notes account has been moved to Office 365?**

- ◆ Open your email Monday morning to see if all your data is there



### MIGRATION CONTINUED

**Can I access my Office 365 email while my mailbox is being moved to Office 365?**

- ◆ Yes, once your account is registered during your migration weekend, you will be able to login.

### MAILBOX

**What will my mailbox size be in Microsoft Office 365?**

- ◆ 50Gb

**Are there any size limitations for working with email and sending attachments?**

- ◆ The maximum message size limit is 25 MB, including attachments. Note: An e-mail client may limit the size of an individual file attachment to a value much less than the message size limit. For example, in Outlook Web App, the maximum individual file attachment size is 10 MB.

### CALENDARING

**Will my calendar entries migrate over? What about repeating entries?**

- ◆ Yes, including repeating entries. However, repeating entries will not be associated.

**Will the new calendaring system handle shared resources (conference rooms, etc.)?**

- ◆ Yes

### ARCHIVES

**What do I do with my archive files? Are they being migrated to Office 365?**

- ◆ Archive files will be migrated to Office 365. We are working on our procedure for migrating these files and how they will be accessed in Office 365.



## ACCESS

**How do I access my email, calendar, and contacts after the migration is completed?**

- ◆ You will be able to login to Office 365 applications with your current MyFSU credentials. When you change your password, there may be up to a five minute delay before the password synchronizes with the Office 365 servers.

**Will there be a way to access Office 365 through the web?**

- ◆ Visit [office.ferris.edu](http://office.ferris.edu)
- ◆ Office 365 is a cloud-based service that syncs with a locally installed client on a workstation. Because of this, you will be able to work with your email, calendar, Word, PowerPoint, and Excel files through your web browser.

**Will I need a new password to use Office 365?**

- ◆ No, you will use your MyFSU credentials

## FEATURES

**Are there any features in Office 2013 that will not be available in Office 2011?**

- ◆ The feature set in both products is the same but the look and feel will be different between products.

## LYNC

**Will Lync 2013 be available to campus users as part of the migration to Office 365?**

- ◆ You will have access to Lync 2013 and will be able to use it for instant messaging, collaboration, video messaging, video conferencing, and web meetings.

## ELECTRONIC TIME OFF REQUESTS

**Is there a way to request time off in Microsoft Office 365 like there was in Lotus Notes?**

- ◆ IT Services is working on a replacement product; timeline to be determined

## SKYDRIVE

**Will I be able to use SkyDrive? If so, is there a size limitation?**

- ◆ You will get a 25 GB SkyDrive account in addition to your mailbox size of 50 GB.

## TRAINING

**What training options will be available to learn the new applications in Microsoft Office 365?**

- ◆ New Horizons instructor-led on-site & online live training in Big Rapids and Grand Rapids
- ◆ Lynda.com training portal (video based)
- ◆ Live webinar (on Outlook and Lync)



## SECURITY

**Is my information safe in a “cloud” environment like Microsoft Office 365?**

- ◆ Microsoft will sign a HIPAA business associate agreement which holds them to the same standards as Ferris in regards to HIPAA. This is only for email related material. SkyDrive will have a different set of policies and procedures.

## MOBILE DEVICES

**What mobile phones are supported in Office 365?**

- ◆ There will be documentation and videos to help support the iPhone, Android, and Windows devices

**Is there a cost to access email/calendar items from a mobile device or tablet?**

- ◆ There will no longer be a cost to have your email, calendar, and contacts synced to your mobile device or tablet.

**Will there be a way to access Microsoft Office 365 from a mobile device or tablet with an application or web browser?**

- ◆ There is a native application that can be installed on iOS devices to access your mail, calendar, and contacts, as well as Lync. You can also go to the web address URL and access your mail, calendar, and contacts as well.

## **SUPPORT**

Please contact the Technology Assistance Center for questions or support on Microsoft Office 365.

**231-591-4822**

**[www.ferris.edu/techsupport](http://www.ferris.edu/techsupport)**

**[tac@ferris.edu](mailto:tac@ferris.edu)**

**[www.ferris.edu/office365](http://www.ferris.edu/office365)**

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