

DEANS' COUNCIL

Minutes

October 14, 2008

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

Guests: Steve Stratton, Randall Schroeder, Kristy Motz, and Michael Berghoef.

CT Contract

Steve Stratton, Director of Labor Relations, distributed copies of the Clerical Technical contract which has been ratified but will not be signed until the first week in November. He indicated that the changes were highlighted and that the single sheet which was distributed also lists the changes. Many changes were made to clarify processes. He will be meeting with the Department Heads, Chairs, and Supervisors concerning the new contract also. Following are the changes excluding the health benefits.

- Jobs to be posted for five days instead of three days.
- Top 5 seniority, qualified applicants will be interviewed with other qualified applicants selected by management if there are more than 5 qualified applicants for a vacancy.
- Part-time, temporary, then probationary clerical employees in a department will be laid off before full-time clerical employees.
- Language eliminated that prevented layoff or reduction in hours of full-time employees if a part-time employee had worked at least 32 hours per week in the department for the previous six months.
- Union will be advised prior to implementation of testing procedures for promotion or transfer.
- Union will be included on any retirement committees established by Human Resources.

Relationship Meetings

Dan Burcham explained that Dale Feinauer is a consultant who has been hired to facilitate conversations with the Board, faculty, and administrators at Ferris. A series of college meetings will be set up in the very near future and Dan Burcham suggested that annualized planning be one of the topics discussed. The topics may be very different from college to college or they may be the same. Don Flickinger will assist in scheduling these meetings which are to be held on October 22, 23 and 24. The meetings will begin with 15 minute introductions and last between two to three hours depending on the size of the college. The Deans were asked to communicate this meeting to all faculty in their college and that an invitation will be sent by the President and President of the union. Dan stressed the fact that he understood that many colleges have planning councils that are ongoing. The Deans were concerned with the urgency in which these meetings were being organized.

FLITE Services

A presentation was given on the services that FLITE provides including on-line availability and checking out laptops. Matt Klein suggested that this presentation be done at the Chairs' Council.

Rolling Contracts

Dan Burcham indicated that he has spoke with the President about rolling contracts for administrators. Miles Postema is constructing a generic, three-year rolling contract. If the administrator receives a satisfactory evaluation, the President will issue another three year contract in the form of a formal letter. This will include Associate Deans, Assistant Deans and Department Heads. He asked the Deans to inform him if they have tenure.

Academic Senate Committees

Michael Berghoef addressed the Deans, and asked that they encourage their faculty to participate in the Academic Senate committees.

Academic Program Review Final Report

Don Flickinger has forwarded the Academic Program Review Final Report. The Deans were asked to review and comment.

Phase 4 Renovations

Don Flickinger reported that Phase 4 renovations are nearly complete.

Phase 5 Renovations

Don Flickinger asked the Deans to review Phase 5. There will be eight classrooms renovated and six labs renovated.

Dean's List

Don Flickinger indicated that the Dean's List, Web Focus report is being changed to reflect the current Dean's List Policy. This will include both part-time and full-time students.

People Admin

Don Flickinger announced that Human Resources is getting close to going live with People Admin. Don suggested that Academic Affairs will need to still have a pre-process such as the Deans discussing positions and budget with the Vice President prior to entering any information into the People Admin system.

Proficiency Credit

Don Flickinger questioned how many proficiency credits can a student receive in a degree program. The following Deans will review this: Dave Nicol, Michelle Johnston, Don Green, and Matt Klein.

Vacation

Don Flickinger noted that 12-month employee vacation dates run from July 1 through June 30 unless the employee is covered by a contract in which case the contract supersedes the Human Resource policy.

Pictures Attached to Class Roster Discussion

Don Flickinger indicated that the Business Office has indicated their desire to have pictures attached to their files. Would faculty like pictures attached to their class roster? Discussion followed on the advantages and disadvantages.

On-Line Learning

Robbie Teahen updated on the Deans on a variety of online topics, including the status of groups addressing online issues, including one new group – the E-Learning Management Advisory Team (E-Mat) and the FerrisConnect Advisory Board (FAB) – the sequel to the FerrisConnect training group. Minutes, charges, and other documents are available on the Academic Affairs website under online initiatives. She also noted that the class size issue raised over the past year by the Deans is pending possible appointment of a broad-based committee that would include a majority of faculty to propose a policy statement for Ferris regarding maximum class sizes. She also noted that although the Ferrisconnect brochure defines blended, web-enhanced, and fully online sections, the University has no policy about how many face-to-face hours should be included for a section to be blended. It is expected that this will continue to be at the discretion of the department and determined according to the needs of particular courses. However, it may be that this should also be added to academic affairs policy. With the September 10 concluding event for the Ferrisconnect and the appointment of E-MAT, the Deans should expect to see additional activity directed toward setting strategic directions and policies for online learning.

HLC Update

Robbie Teahen requested that the Deans encourage members of HLC committees to remain active with that work. The Deans requested the names of the committee members so that they could do this. As soon as lists have been updated, the list will be available at the Ferris HLC website. Deans were encouraged to review what is on-line as this information is not always correct and websites have moved. Robbie asked that the Deans accommodate requests for data if at all possible. It was noted that there will come a date in about a year when changes to the Ferris websites should be limited because links to various reports and documents will have been integrated into the emerging self-study report.

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Tracdat Update

Robbie Teahen indicated that the Tracdat timeline has been established and that everyone will have responsibility to get information in on Tracdat and should be submitted by the end of the semester.

Announcements

Don Green questioned the processing the paperwork for adjunct faculty travel. It was determined that there should be some consistency. It was determined that paperwork could be processed on the 5, 10 and/or 15th week of the semester depending on the circumstances.

Respectfully submitted,

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