

DEANS' COUNCIL

MINUTES

October 28, 2008

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

Guest: Miles Postema

New Faculty Orientation Week

Robbie Teahen explained that she would like to discuss the New Faculty Orientation Week process. A meeting was held with various people involved in this process to identify areas of improvement. There were a number of problems with the current process that were identified. The College of Arts and Sciences indicated that it would be easier to manage this at the college level if maps and form letters were provided to the colleges. The RSVP would then be returned to the college so that each college could determine who would be coming and process any further paperwork.

A question was raised as to why the Faculty Development Center was not handling this. Robbie explained that they do not have any faculty information to process the paperwork. The question was raised about 12-month faculty being paid for the orientation. The Deans agreed that the 12 month faculty should be paid to attend orientation due to the fact that they could be doing something else and would have to find time to get caught up. Another issue was if faculty had questions. It was decided that one person should be the contact person with programming questions going to the Faculty Center.

Robbie indicated that many faculty members had already attended HR orientation and thought that an HR day during new faculty week was not needed. This will be reviewed further with the possibility of making it a four day orientation. Todd Stanislav will assess the orientation with this year's attendees and review the week that it is offered as well.

Plante Moran Suggestion Five

Robbie Teahen indicated that there continue to be issues to address with the FerrisConnect system and that Plante Moran assessed the technical infrastructure to determine whether we had the technical capability and whether we have sufficient people capable of handling FerrisConnect. The Plante Moran list was distributed and sorted according to priority and effort. Robbie asked that the Deans review the list to make sure that nothing was overlooked on the list. Discussion followed on the quick fixes and the long-range strategic planning for technology. The Deans stressed the importance of having a back-up system as well as back-up staff. Some of the Deans indicated

that they would be requesting more assistance from IT as well. The Deans also questioned how acquiring more IT staff fits into the planning process for the rest of the campus. The Deans felt that IT support was important and that they are willing to give up other things to accomplish this if IT demonstrates that it is as efficient as it can be.

The Deans also suggested that on-line learning be discussed at the President's Council meeting with the Deans' Council. The Deans suggested starting with a specific set of questions and indicated that an honest and open discussion needs to take place. Discussion also followed on the charges from IT for services.

EEO

Miles Postema joined the Deans to elicit ideas to improve the recruitment and hiring process. Discussion followed and the Deans were advised to contact Miles if they had concerns when going through the process.

Planning

Dan Burcham distributed a copy of the planning templates as well as the College of Arts & Sciences planning outline. Dan asked for suggestions to simplify the process as November 5th is the deadline for any changes. If he does not receive any suggestions, the current templates will be used. The Deans asked that Dean Klein forward his document to them.

Classroom Review

Don Flickinger reported that if there are issues with the classroom renovations, please let him know.

Adjunct Mileage Update

Don Flickinger indicated that the mileage that adjunct faculty receive to drive to a location to teach is taxable. The mileage will be paid up-front and they will receive it in their paycheck. Kim Wilber will send the information to the Deans' office regarding this. If an adjunct faculty does not teach and is suppose to teach during that time, it will be handled later. Travel vouchers will not need to be done. A question on liability was raised if there is not a travel request. Don will look into this further.

Academic Affairs Officers Meeting Recap

Don Flickinger distributed a list of the actions at the Presidents' Council meeting and pointed out specifically how many degree programs from all the universities are being phased out.

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College Meetings

Dan explained that the college meetings have begun regarding the agreement implementation. He noted that each college had a different level of specificity but that the meetings are going well. After the meetings are held, the Deans will meet to discuss the college meetings with the consultant and the President. Dr. Burcham asked that the Deans be forthright during this discussion. The meeting with the Deans is scheduled from 8:00-9:00 on November 10 (please note that this is now changed to 8:00-10:00). The Department Heads/Chairs will meet from 9:00-10:00 (please note that this is now changed to 10:00-noon).

Dr. Burcham reminded the Deans that faculty from other colleges may attend their college meeting if they cannot make their own.

Respectfully submitted,

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