

DEANS' COUNCIL MEETING

MINUTES

November 25, 2008

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

Guests: Pam Hughes, Rick Van Sant

P-Card

Pam Hughes explained that Ferris is improving the current purchasing card to allow employees to use the card for university travel and related expenses (handout distributed). Hopefully this will allow the University to negotiate for better prices with frequently used vendors. She noted that they are getting away from the department cards and that the new cards will be in the employee's name. The employee will have to apply for this card and be approved by the supervisor. If an employee does not pay the credit card bill after 120 days, the department will be charged. The department then can take the credit card expenses out of the employee's paycheck. The only expenses that can be put on this card are travel related expenses and expenses can be reviewed by the employee as well as the account manager at any time. She explained that a travel request still needs to be submitted prior to expenses being placed on the card. Any credit card fees will not be paid by Ferris but will be the responsibility of the employee. This card is not issued on an individual's credit rating but could improve the rating if accounts are paid on time. Pam will meet with each department to define the hierarchy with an implementation date by March, 2009.

Pam explained that a declining balance card can also be used for individuals who travel very little.

Pam noted that the commercial card that the President, VPs, and Deans have will be replaced as well. Discussion followed on securing government or corporate rates when possible and also accumulating points to be used for better prices.

Supplemental Faculty Charges

Matt Klein explained that in the last few years it was decided that those colleges who the Arts & Sciences faculty are released to would reimburse the Arts & Sciences supplemental budget but that is not consistent. Discussion followed and it was determined that Arts & Sciences would charge back to the colleges and that Kim Wilber will review the overload charges.

Possible Grant

Rick Van Sant addressed the Deans about the African-U.S. Higher Education Initiative (handout distributed). He asked the Deans for suggestions on interest. It was suggested that a campus note to faculty be distributed to see who might be interested in this.

Request for College-Level On-Line Plans

Robbie Teahen distributed a draft of the proposed goals and vision for FerrisOnline™. This document was distributed to the Advancing Online Task Force and FerrisConnect Advisory Board for input. Discussion followed on cross-listing courses. Robbie also mentioned that a document that proposes a task force on class size has been developed. Dan Burcham indicated that this needs to be acted on. Robbie indicated that this proposal has been sent to Jim Rumpf and he will discuss with the FFA E-Board and Rick Griffin will discuss with the Academic Senate as well. Hopefully this can be solved through contract maintenance. The proposed priority audiences for online offerings are:

- Michigan degree completers – existing market – enrolled student – to meet needs for completion of degrees
- Displaced workers – Michigan
- Health care professionals
- On campus students needing more flexibility
- Military
- Citizens for general enrollment beyond Michigan – special focus on the Midwest

It was suggested that:

- Graduates and undergraduates should be separated.
- Plan a year ahead and make a decision about what offerings will be provided.
- Faculty should be no more than $\frac{3}{4}$ load online to enable campus involvement.

Discussion followed on the perception of adjuncts, assessment tools in place, and class participation for on-line classes as well as more flexibility needed for students. Below are the goals distributed:

1. Assure that the effectiveness of online learning meets or exceeds that of face-to-face as measured by (for example)
 - a. Achievement of learning outcomes
 - b. Course completion and success
 - c. Student satisfaction
2. Strategically increase fully online SCH
 - a. Accompany growth in online student enrollment with appropriate increases in faculty, technology support, and other personnel and resources.
 - b. Increase the proportion of students who are enrolled from other states or nations.
 - c. Develop a promotion strategy for making Ferris options known throughout Michigan and beyond.
3. Increase the proportion of faculty who utilize FerrisConnect to enhance the learners' educational experiences

- a. Utilize technology and learning tools and strategies that enhance the quality of the learning experience.
4. Offer students more options to meet their educational goals
 - a. Increase the number of courses and programs offered fully online or blended, including expansion of on-campus enrollments in blended formats
 - b. Redefine student support services so that students may complete individual courses or programs (certificates to degrees)
5. Encourage colleges to develop their plans for online and share those with the EMAT so that appropriate resources can be identified and/or deployed and a more systematic approach can be facilitated.
6. Recommend an efficient budget model for online instruction at Ferris to assure its growth and sustainability
 - a. Consider total revenue/total expenses
 - b. Consider comparative costs of online with f2f

Don Green indicated that whatever we do we should not decentralize online because every college will have their own policy and different policies will be confusing to the students. The Deans were asked to share this information with their departments and this will be discussed at the next Deans' Council. The Deans also expressed an urgency concerning this.

Budget

Dan Burcham indicated that he has spoken to each Dean individually about budget reductions. He noted that the Governor has not issued the executive order yet. The Deans were asked how they would like to handle a base budget reduction. Following are some suggestions: buyouts, sharing information, go back to current caps, and review open positions.

Other

Tom Oldfield will forward the information he received on naming opportunities and the capital campaign to the Deans.

Respectfully submitted,

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