

## **DEANS' COUNCIL**

### **MINUTES**

**December 9, 2008**

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

**Guests:** Kristen Salomonson and Kim Wilber

#### **Enrollment**

Kristen Salomonson distributed enrollment data and explained that enrollment is running about even with last year. She noted that we have less pending applications which indicates that students are getting their information to us in a timely fashion. The Big Rapids campus is up in total offers and the transfer numbers are up as well.

In January, the YAC Committee (Yield Action Committee) will meet to discuss ways to increase our yield. The scholarship enhancements should increase the yield as well. Tom Oldfield asked that the student names be forwarded to the departments as quickly as possible so that contact with the students can be made. Kristen noted that Admissions is pretty much caught up in processing. She also indicated that the breakdown by departments will begin on Friday.

Kristen reported that Spring enrollment looks about even with last year as well.

Michelle Johnston indicated that due to the inclement weather on Saturday for Dawg Day, her college would be sending a letter to the students that did attend as well as the students that did not attend.

#### **New Student Receptions**

Kristen Salomonson indicated that the New Student Receptions are being planned for Grand Rapids at the Gerald R. Ford Museum, in Dearborn at the Dearborn Inn, and one at the Granger Center for the surrounding area.

#### **Diploma Mailing**

Kristen Salomonson explained her frustration with getting quality leatherette covers for the diplomas. Discussion followed. She noted that the cardboard mailer cost less to mail. The Deans felt that the cardboard mailer was fine but suggested that she contact University Advancement and Marketing to see if they could partner in offering a frame for the diploma. It was suggested to add a classic graphic on the envelope and not to include extra materials in the envelope as it distracts from the diploma.

#### **Ed.D.**

Robbie Teahen reported that it appears that the University is proceeding with the Ed.D. in Community College Leadership (exact title not yet determined). On November 16 an advisory meeting was conducted. Robbie explained the main components of the degree would be

outreach (engagement), technology at a higher level, individual and societal behavior, and research. The

thought is to take Ferris' values and have those embedded throughout the curriculum. The notes from the Advisory Board are being compiled. Once these have been reviewed by Ferris faculty and staff and the Advisory Board, it will then go to the design staff to build courses. The Deans discussed the timeframe and expressed their concerns. The Deans also expressed their concerns with the cost of implementing this program, the low number of cohorts involved, and the lack of funding for the current programs. They questioned when the faculty would be involved. Leah Monger asked if the budget included community college leadership resources for the library.

### **Budget**

Kim Wilber distributed a list of vacant positions per college and indicated that two colleges need to be reviewed yet (Pharmacy and Technology). The question of buyouts and/or retrenchments was asked and Dr. Burcham indicated that it was not an option. Dr. Burcham asked for comments from the Deans. They are as follows:

The colleges need to have the flexibility to reconfigure their colleges and infrastructure. The concern was that we want our enrollment to grow but are not allowed to hire faculty.

Some colleges could not afford buyouts because they are understaffed now. We talk about not filling positions, adding new programs, and not supporting the current programs. We need to make informed decisions, not decisions on convenience.

For colleges needing to grow, they need to be allowed to move positions around.

As a university we need to start looking at enrollment and enrollment targets. We need a plan. Is it logical to grow the college if we can not support it?

Do we have excess in CT positions?

Budget cutting process doesn't fit into enrollment growth plan of the Strategic Plan. No justification for cutting because of lack of State funding. Enrollment Plan – No plan for impact on colleges. Need to get handle on on-line instruction. We need to deal with FFA contract regarding adding more adjunct faculty. Need immediate answers so we do not upset faculty who are searching positions.

Dan Burcham indicated that we are looking at a 1% budget reduction.

Dan Burcham also indicated that with the new Pharmacy curriculum, one position in Arts & Sciences will have to go for the Pre-Pharmacy curriculum.

Robbie Teahen indicated that productivity needs to be looked at and that we need to be productive with the staff that we do have. She indicated that we need to decide who we want to be and who we want to serve. Dan Burcham will meet with the President to see where the institution wants to go.

### **Relationship Agreement**

Dan Burcham brought the Deans up-to-date on the relationship agreement. He indicated that at this point, several of the colleges have had relationship meetings with some being formal with the FFA represented. Below is a synopsis:

1. College of Business – Group meeting was held informally.
2. College of Engineering Technology – Meeting was held regarding budget issues. Tom Oldfield is meeting with each department as well.
3. College of Allied Health Sciences – Very positive.
4. Michigan College of Optometry – Very positive.
5. University College – Very positive.
6. Library – Nothing much to report – central group happy.
7. College of Education & Human Services – Issue was off-campus representatives with School of Education and Criminal Justice.
  - a. Look into support for off-campus
  - b. Protocol for taking programs off-campus
  - c. CJ people are asking for CJ at MCC. How do we know which one to go to?
8. College of Arts & Sciences – Meeting with Department Heads. Reviewed mission statement, rescinded decision to have a Diversity Committee member on each search committee. Agreed to meet each month. Keyless entry to building was also an issue.
9. College of Pharmacy –
  - a. Salaries were an issue. They formed a subgroup to review salaries and the subgroup presented salaries that were remarkably close to what was already determined.
  - b. Faculty Morale – A Quality of Work Life Committee was formed. Don Flickinger is a member of that committee.
  - c. New Curriculum – What individuals will teach what classes, what has been done regarding this new curriculum, and faculty feel that they will struggle to get accreditation. Both Assistant Dean positions are vacant and secretaries are advising on blended assignments. Faculty feel that more faculty positions should deal with advising. Bill Potter explained that Kent Sun is filling the void with Pre-Pharmacy and Pre-Optometry currently.

The relationship luncheon that was held had low attendance with no major issues being discussed.

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Dan Burcham asked that the Deans hold January 26 as the consultant will be back on campus. The question was asked if major contract issues will be discussed this time, and Dan Burcham indicated that they would not be. Discussion followed on the Department Head/Chair terminology used at Ferris and the consultant's understanding of it.

Respectfully submitted,

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