

**Ferris State University  
Deans' Council  
November 30, 1999**

**Minutes**

Present: Barbara Chapman, Doug Haneline, Jim Maas, George Waldheim,  
Richard Cochran, Nancy Cooley, Sue Hammersmith, Bruce Forintos, Bill  
Potter, Ian Mathison, Isabel Barnes, Al Uniacke, Paul Prins, Tom Oldfield.

Special Guest: Henryk Marcinkiewicz

Handouts: Agenda  
CTLFD Topics and Events for the Winter Semester  
Special Faculty Winter Institute "Integrating Instruction with Technology"  
CTLFD "Facilitating Learning Workshop Series"  
Non-Credit Guidelines  
UCEL Policies (CONFIDENTIAL)  
FSU-GR Winter 2000 Course Schedule

**1. CTLFD Update**

Henryk Marcinkiewicz distributed copies of topics and events for the Winter Semester. Deans asked to receive a copy of the topics via e-mail. Henryk noted that the special faculty winter institute scheduled for January 3-5, 2000 is filled.

Also distributed were copies of a draft outline for "Facilitating Learning Workshop Series". Faculty compensation for attendance was discussed – should the compensation be placed in a faculty development fund or within the department's S&E? Has there been follow up as to whether the stipend in S&E has made a difference in participating faculty members' teaching, etc.? Deans will review the proposed content of the workshop series with their department heads. Dr. Chapman asked for additional information including expenses, objectives for the entire series, evaluation of learning, and compensation.

**2. Non-Credit Courses**

Bruce Forintos reviewed the handout on *Non-Credit Guidelines*. Several suggestions were made to more clearly define the document. It was also noted that since the primary audience for the document is on-campus faculty, then the document title should reflect that. The document will be distributed through the VPAA office, maybe as part of the newsletter, after changes have been made.

**3. UCEL Proposed Policies (Confidential Discussion Draft)**

Bruce Forintos distributed a confidential discussion draft regarding two suggested policies. The first policy, indicating that all off-campus credit programming will be administered through UCEL, raised several questions by the deans, including whether or not classes held on the Big Rapids campus are considered true off campus courses or not. The second policy regarding internet courses doesn't begin to address all the questions related to courses delivered in this manner. The quality, consistency, etc., of

internet courses needs to be addressed, among others. It was suggested that the deans develop a white paper on the issue.

#### **4. UCEL Returns to VP, College, Departments for Credit Courses**

Bruce Forintos reminded deans that incentive returns for credit courses should be distributed back to the departments.

#### **5. Grade Appeal Process**

Tom Oldfield noted that the NCA Self Study requires copies of the written grade appeal process for each college. Please forward the process to him.

#### **6. Summer Session**

The memo from Dr. Chapman regarding Summer session was distributed last week. Deans were reminded that recommendations for summer course sections offered on a schedule other than 12 weeks must be forwarded to the VPAA for approval.

#### **7. Summary from Deans' Council FFA Contract Training Session**

It was noted that deans have received a copy of the summary from the Deans' Council FFA Contract Training Session prepared by Denise Barowicz. Deans were asked to note the suggestion to add wording to letters of offer as indicated on page three of the summary.

#### **8. Handouts**

Copies of Academic Policy Letters 99:2 through 99:8 were distributed, as well as the procedure on reporting faculty assignments across departments. Copies will be sent as an attachment to Lotus Notes, too.

Reprints on articles on information technology and distance learning were distributed. The articles were part of the handouts from the AGB Conference that Dr. Chapman attended.

#### **9. Plans for December 3 Discussion**

Dr. Chapman noted that the December 3 discussions will be a recap of discussions from last week. She asked deans to think about themes from the UAP presentations and asked them to give some thought to priorities that she should keep in mind. The December 3rd meeting will be input only -- no decisions will be made at that time.

#### **10. Non-Tenured Faculty Dates and Deadlines**

Deans were reminded that reappointment materials for non-tenured faculty in their subsequent years of service are due to the VPAA by January 5. Reappointment materials for non-tenured faculty in their first year of service are due to the VPAA March 1.

#### **11. Interviews for VP University Advancement and Marketing Candidates**

Per Dan Burcham, interviews for the VP for University Advancement and Marketing candidates with Deans' Council are scheduled for December 7, 8 and 10 from 8-8:45 a.m.

## **12. Other**

Doug Haneline will be reviewing RFPs regarding outsourcing the bookstore. Please forward any suggestions to him.

Deans discussed the timing of transfer of funds for off-campus courses. Currently, UCEL transfers funds once per academic year, while FSU-GR transfers funds each semester. Tom Oldfield will check on whether the funds can be transferred into a special object code for tracking purposes. FSU-GR will hold on their transfers until an answer is obtained.