

**Ferris State University
Deans' Council
Tuesday, January 09, 2001**

Minutes

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

Handouts: Agenda
VPAA UAP Recommendations to President
Planning Presentation Calendar
Space Relocation Requests
Graduate Education Task Force Draft Charge
Draft Weekend Door Opening and Closing Procedure
Admissions Standards Recommendations
List of x90 courses
Recap of Deans' Council Training

Announcements

Dr. Chapman reported that as of late January 8, winter enrollment was up 251 students on campus and 5 students off-campus over last year.

1. UAPs – VP Recommendations to the President

Dr. Chapman distributed the most recent Planning Presentation Calendar. She suggested that deans urge their faculty to attend their college's presentation as well as other presentations.

Dr. Chapman noted that all VPs received a memo from the President prior to the holiday break alerting them to some issues that will have impact on the planning process and next year's budget. Some of these issues include the slowing of the state economy, MPSERS cost increase, and the rising costs of utilities. Few, if any, new positions will be approved beyond the ten already committed. There will be more focus on priorities that can be funded through internal reallocation.

Dr. Chapman explained her method of prioritization. She has written a comment on every initiative, but they're not all prioritized. Several initiatives that have previously received a funding commitment have been identified as a number #1 priority. A total of 45 initiatives received a numerical ranking. Equipment and programmatic marketing are identified as a division-wide ranking. These items, however, will need to be funded in one-time dollars. A number of initiatives are marked "NR" – not ranked. Some of these initiatives are minor cap requests, some initiatives can be implemented without resource commitments from outside the unit, and some are marked as HOLD - requiring more information.

A hard copy of the final document will be placed on closed reserve in the Library and a copy will be given to each dean after January 15, the date by which the Division's UAPs are due to the President.

2. Space Reallocation Requests

Copies of all space reallocation requests submitted were distributed to Deans' Council members. The President requests that deans who submitted a request speak to that specific request in their planning presentations.

3. Charge and Proposed Membership of a Graduate Education Task Force

Dr. Chapman distributed a draft charge for the proposed Graduate Education Task Force and reviewed names of possible members. She will ask Cindy Konrad to review the list of possible faculty members prior to appointing the members. She hopes to establish the task force yet this month and request recommendations by May.

4. Weekend Door Opening and Closing Procedure

Tom Oldfield distributed draft proposal for weekend door opening and closing procedure. He asked deans to review and forward any concerns, etc., to him by January 12.

5. VPAA Hiring Packet Approval

Dr. Chapman reminded deans that hiring packets for full-time positions must be signed and approved by the VPAA or designee **before** a verbal or written offer is extended. She also reminded them of the Academic Affairs policy letter on this subject. There have been several instances where an offer was extended before final approval was obtained, one of which has caused several problems with current policies and procedures.

6. NCA Update

Tom Oldfield reminded Deans' Council that the NCA Site visit is scheduled for March 26-28. Deans were asked to keep their schedules clear as well as any college staff that may be needed, especially on March 26 and 27. Please make sure syllabi are available for all courses. Required notices for third party comments are being posted in local newspapers, etc. The final copy of the self-study is at the printer.

7. Recommendations of the Admission Standards Committee

Copies of the Admissions Standards Committee were distributed. The recommendations are still in draft form and will be reviewed at the Academic Affairs/Student Affairs committee meeting on January 17. Two open campus-wide discussion sessions will be held in late January, early February. There is some urgency to receive feedback and move the recommendations along. Some of the recommendations will require Board action in May.

8. FFA Contract Issues

Dr. Chapman distributed a "Recap of Deans' Council Training" from a contract training session held about a year ago. She thought the document might be helpful to deans as they review and identify specific issues within the FSU-FFA contract for possible changes, etc.

9. Board Committee Agenda

Copies of the final Academic Affairs/Student Affairs and Finance Committee agendas were distributed last week via e-mail.

10. FLITE Move

It was suggested that the upcoming FLITE move and subsequent disruption of services be communicated to faculty, staff and students. Richard Cochran noted that moving would begin the first day of spring break. Business in the Timme Building will be suspended until the move is completed, approximately a 10-day time period. He noted that a series of communications on the move and services available would be sent out starting next week. He will make arrangements for a Deans' Council tour of FLITE within the next several weeks.

11. Friends of Ferris Dinner Dance/Auction.

The Friends of Ferris Dinner dance is scheduled for February 17, 2001. Funds raised are used to assist FSU's lobbying efforts. Tickets are \$40 and must come from personal funds. No general fund dollars can be used. Dr. Chapman encouraged deans to attend, or sponsor faculty, staff or students attendance.

12. X90 Courses

Tom Oldfield distributed a list of x90 experimental courses for which no Form Fs have been submitted. He indicated that if a Form F is not submitted for each course listed by Friday, January 12, those courses would not be included in the schedule book. He reminded deans that an x90 cannot be offered more than twice. After that, the course must be submitted for approval as a regular course.

13. Programmatic Marketing

Tom Oldfield noted that the Programmatic Marketing Committee would be meeting next week with identified programs and reviewing marketing options available. Another similar meeting for new programs will be held later this month. If there are any groups interested in the information, please have them call Tom.

14. Minor Caps

Deans were reminded that Minor Cap requests are due to the VPAA January 10-25. As an FYI, Dr. Chapman noted that the proposed HVACR facility has passed both houses and the proposal is awaiting the Governor's signature.

15. 3+1 Articulation with Community Colleges

Sue Hammersmith noted that community colleges are pushing hard to become four-year institutions by trying to offer as many credits as possible on their own campuses. According to statewide arts and sciences deans, FSU is the only one that allows 3+1. She suggests that FSU develop a standard that all colleges follow. Dr. Chapman asked Sue Hammersmith and Doug Haneline to draft suggested wording and share with Deans' Council members within the next several weeks.

16. Other

The draft policy on intellectual property rights and intranet guidelines should be available deans and campus review by the end of January.