

**Deans' Council Meeting  
Tuesday, January 24, 2005  
8:30-11:00 a.m.**

**MINUTES**

Present: Michael Harris, Ian Mathison, Michelle Johnston, Chuck Matrosic, Matt Klein, Jacque Hooper, Bill Potter, Dave Nicol, Richard Cochran, Tom Oldfield, Roxanne Cullen, Robbie Teahen

Absent: Kevin Alexander

Special guests: Marty Bledsoe  
Mike McKay

Handouts: Agenda  
Emergency and Safety Procedures Guide  
Lansing State Journal  
Emergency Procedure Reminder  
Emergency Preparedness: Deans' Council Overview  
Office of Academic Affairs Duties and Responsibilities  
Office of Academic Affairs Duties and Responsibilities – By Staff Member  
Deans' Council Assignments  
Administrative Program Review  
2005 Accreditation  
Accreditation  
Certification  
Deans' Council Meeting Schedule  
Inside Michigan Politics

**1. Special Guest - Marty Bledsoe, Department of Public Safety and Mike McKay, Safety Coordinator**

Emergency and Safety Procedures Guide, Lansing State Journal, Emergency Procedure Reminder, Emergency Preparedness: Deans' Council Overview were distributed and reviewed.

Discussion was held on Emergency and Safety Procedures. It was requested that PDF's of handouts and a list of the building coordinators be emailed to the Deans. It was suggested that the Emergency and Safety Procedures Guide flip chart be placed in all classrooms and labs.

Dr. Harris thanked Marty and Michael for sharing the safety information.

**2. Announcements**

The study of under enrolled programs was discussed. The review will focus on classes with less than 10 students or 50% capacity.

The Student Fees Committee is working parallel with Academic Affairs to draft a paper to the President regarding scholarships.

Tom Oldfield gave a Banner update regarding online process for requisitions and signature authority.

Faculty expectation for promotion and tenure was discussed. Deans were encouraged to work with Tenure Committees to more clearly define tenure evaluations and pay more attention to the expectations of the Committee, stressing that documents be complete and professional.

Dean Potter reported that students in the Reading 106 class participated in a reading contest. The winning student read 32 books in fall semester, and the runner-up read 22 books during fall semester.

Deans were asked to submit FYI information to Roxanne Cullen at the same time that it is to FYI.

Richard Cochran reported that the American Library Association proposal has been accepted. FLITE will be showcased.

Ian Mathison noted that the College has submitted its final accreditation report. He also noted that the Pharmacy student application pool has reached 1374 applications. In addition, an Iraqi pharmacist will be going through the pharmacy program.

UCEL is working with the National Work Force Council to be the national conference planners for their upcoming conference.

Jacque Hooper reported that several Allied Health Sciences colleagues will be presenting on Work Load Revision at a national conference.

The College of Business will host the DECA conference (530 students) on campus again this year. DECA is an association of marketing students.

A Freedom to Learn update was given to the deans.

### **3. Searches**

Dr. Harris stressed the importance of orientation for new faculty, along with noting the importance of teaching, service and research.

Gina Knight distributed an email specific to each Dean regarding the procedures to following for completing HAFs, paperwork to submit, etc., for the new positions based on the hiring growth model. The hiring model allows for searching for 13 new faculty and three Pharm.D. faculty. In addition, there are approvals to hire for 11 replacement faculty, as well as 12 active faculty searches, for a total of 39 faculty searches.

Dr. Harris noted the important of filling the faculty positions with qualified candidates.

### **4. Office of Academic Affairs Duties and Responsibilities**

Copies of "Office of Academic Affairs Duties and Responsibilities" and "Office of Academic Affairs Duties and Responsibilities – By Staff Member" were distributed to the deans and reviewed.

**5. Deans' Council Assignment – Updates**

The list of “Deans’ Council Assignments” was handed out. The list will be reviewed at the next meeting.

**7. Administrative Program Review**

Roxanne Cullen distributed copies of the Administrative Program Review worksheet to the deans. She will send out an email with specific information and instructions.

**8. Accreditation**

Gretchen Spedowske distributed copies of the 2005 List of Accreditations

**9. College-wide meetings**

Dr. Harris expressed interest in attending faculty and college-wide meetings. Please send meeting information to Mindy.

**10. Sabbatical Reports**

The deans were encouraged to play a major role in guiding and reviewing sabbatical reports. Roxanne Cullen will distribute examples to the deans.

**11. Deans' Council Meeting Schedule**

Copies of the Deans’ Council meeting schedule from February 8 through April 5 were distributed.

**12. Other**

Copies of the January 24, 2005 *Inside Michigan Politics* was distributed, with special attention called to the article on Master’s programs.

A joint committee to review sabbatical policy and procedures is being formed. Members will consist of three representatives from the FFA and three representatives from Academic Affairs