

**Deans' Council Meeting  
Tuesday, February 22, 2005  
8:30-11:00 a.m.  
MINUTES**

Present: Michael Harris, Ian Mathison, Richard Cochran, Michelle Johnston, Jacque Hooper, Matt Klein, Bill Potter, Kevin Alexander, Dave Nicol, Tom Oldfield, Roxanne Cullen

Excused: Chuck Matrosic, Don Green, Robbie Teahen

Special Guests: Rick Duffett, Rick Christner, Lisa Bessmer, Suzette Compton

Handouts: Agenda  
Banner Project – Online Approvals PowerPoint  
Survey of Online Approvals by Other Schools  
Accreditation List  
One-Time Needs

**1. Banner**

Lisa Bessemer and Suzette Compton gave an overview on Banner Online Approvals. Dr. Harris thanked Lisa and Suzette for the update and indicated that he will continue to invite them to Deans' Council for updates.

**2. Accreditation**

Gretchen Spedowske distributed the final version of the accreditation list. Dr. Harris indicated that this list will assist with preparing self studies in a timely manner. He stressed that if a program or college chooses to pursue accreditation, then we must do all we can to assure that the process will be a successful one. If a program or college chooses not to pursue accreditation, it should be discussed with him. He also asked deans to forward copies of accreditation letters to him. Typically, accreditation agencies write to the president and copy the deans. Deans were asked to notify Gretchen of any changes in the accreditation list.

**3. New Faculty Orientation**

Discussion was held on new faculty orientation. Dr. Harris pointed out that the Division will be replacing 10% of its faculty in one year and new faculty orientation is important to assist new faculty in fitting in, becoming comfortable, becoming part of the Ferris tradition, outlining expectations. The deans were asked to convey professional expectations in teaching/research/service.

It was suggested that colleges maintain an inventory of faculty presentations, publications, etc. that will show growth in the areas of teaching/research/service and will assist in moving this emphasis along in increments. Deans are asked to document, acknowledge, and reward these types of activities.

It was noted that this year's new faculty requested more assistance, especially those faculty who have never taught. Planning is underway for a diverse week of orientation in

August. The program will include an intro to what it means to be a faculty member, service and research opportunities, getting to know the deans, how to be successful as a faculty member, etc. More information on new faculty orientation will be discussed at future Deans' Council meetings.

#### **4. Hiring Letter**

A draft of a hiring letter was distributed and reviewed. Dr. Harris indicated that he'd like a common letter used by all colleges. The intent of the hiring letter is to present a general philosophy, welcome and congratulations on their appointment. After discussion and a few changes, it was noted that the final draft will be sent to the deans. Deans are asked not to change the letter dramatically when it is used in its final form, but neither are the deans being restricted as to what personal messages can be included in the letter.

#### **5. Graduate Committee Guidelines**

The guidelines were sent to the deans via e-mail for their review. The final guidelines could have significant impact on the future of FSU. The Deans are urged to review, and share with their department heads/chairs. Comments are due to Roxanne Cullen by March 1.

#### **6. Federal Earmark Grants**

Deans were asked to submit to Roxanne info for the Federal Earmark grants. A Deans' Council discussion will be held after all information has been collected. Dr. Harris will then present the priorities to the President.

#### **7. Planning**

The Deans gave an update on planning in their colleges.

- University College – faculty advising a priority.
- Arts & Sciences – department plans are due this week to the dean.
- Allied Health Sciences – departments are working on their plans. A college meeting was used to review the process and the college's strategic plan is the main driver for departmental plans.
- Education and Human Services – An administrative retreat was used to discuss priorities. Departments are working on their plans, which will include more collaborative efforts between colleges.
- Library – departments are still working on their plans. Emphasis is on development and assessment.
- Pharmacy – planning is in process with focus on enrollment expansion.
- Business – awaiting input from the departments.
- Academic Affairs – a list of divisional needs is being developed.
- Optometry – new building, implementation of new curriculum and expanding clinical base in Grand Rapids are the main focus of the college's planning.

Each dean will be presenting a small portion of their plans at the divisional presentation on March 31.

**Other**

Copies of individual college's one-time needs were distributed. The one-time needs were also distributed via e-mail.