

MINUTES

Present: Barbara Chapman, Kevin Alexander, Laurie Chesley, Richard Cochran, Bruce Forintos, Greg Frazer, Don Green, Sue Hammersmith, Ian Mathison, Chuck Matrosic, Dave Nicol, Tom Oldfield, Bill Potter

Absent: Al Uniacke

Guest: Enid Carlson-Nagel

Handouts: Agenda
Ferris Guidelines for Online Learning Courses - DRAFT
Web-Based Instruction at Ferris State University: A Framework for Policy and Action - DRAFT 7/5/01
U.S. Professors of the Year Program

1. Web-Based Instruction

Dr. Chapman introduced Enid Carlson-Nagel to the Deans' Council. Enid is working with faculty on getting their classes on-line. Dr. Chapman distributed copies of the "Ferris Guidelines for Online Learning Courses - DRAFT" and the "Web-Based Instruction at Ferris State University. A Framework for Policy and Action - DRAFT 7/5/01." The draft document from July, 2001 was developed earlier and was discussed at a Senate retreat. Topics for continued discussion include course caps for online courses and the process for determining which courses will be developed and offered online.

Don Green talked about some of their experiences in Grand Rapids with students taking online courses. Don stressed the need to insure faculty understand the student's expectations and also that students are ready for an online course. Sue Hammersmith asked if we have standards for students registering for online courses. Dave Nicol talked about the challenge instructors have teaching the class that was created by someone else. It will be necessary to insure consistency on the presentation of these classes. Dr. Chapman said there is a proviso for the person who created the online course to work with other faculty the first time they teach the class. Bill Potter asked if CTLFD would have support for faculty when they first teach an online course. Dr. Chapman also talked about the impact of the attendance and midterm grade policy could have with online courses.

Bruce Forintos asked the deans to share the draft document with faculty who teach online courses for their input. Dr. Chapman asked the deans to review the document and respond to Bruce Forintos with suggestions in two weeks.

2. U.S. Professor of the Year Program

Dr. Chapman distributed the handouts on the U.S. Professors of the Year Program. Nominations are due April 26, 2002. Dr. Chapman asked the deans to submit to her names of faculty we can nominate by March 8, 2002.

3. Classroom/Class Schedule Fall 2002/2003

Tom Oldfield met with Craig Westman on classroom utilization. He said that with the projected enrollment for Fall, 2002, we should be able to accommodate the increase in enrollment if the colleges follow the schedule matrix. Craig has scheduling software that he would like to install on one computer in each college for their use. This software shows the available classroom space. It is the dean's responsibility to insure the departments are scheduling classes following the approved schedule matrix. Tom also said we may have to build a schedule matrix for labs on campus.

4. Search Updates

Center for Teaching, Learning and Faculty Development - Laurie Chesley said this search would be reopened.

Dean, College of Education and Human Services - Sue Hammersmith said the telephone interviews are being done at this time. They are conducting reference checks. She believes they have some good candidates.

Director for Grants - Dr. Chapman said the telephone interviews are currently being done at this time. They have a couple strong candidates. Campus interviews will occur after spring break.

5. Other

- There are Programmatic Marketing dollars available for this year.
- The Annual Legislative Luncheon in Lansing is scheduled for Tuesday, April 9, 2002.
- Dr. Chapman mentioned the trip she made with President Sederburg, Rick Duffett, Richard Cochran, Chuck Matrosic and Kathryn Radford to Alfred State College in New York to look at the wireless technology they on their campus.
- Dr. Chapman said that Ed Dorman and Adam Wetherell would be at the next Deans' Council to do a presentation on the new policy on compensation for additional work.
- Also planned for this meeting will be an update on the Unit Planning subcommittee on Internal Assessment by Sue Hammersmith. The subcommittee is looking at internal factors that impact our ability to react to external opportunities or challenges.