

**Deans' Council
Tuesday, February 27, 2001
Minutes**

Present: Barbara Chapman, Doug Haneline, Al Uniacke, Chuck Matrosic, Nancy Cooley, Kevin Alexander, Richard Cochran, Jim Maas, Ian Mathison, Bruce Forintos, Greg Frazer, Paul Prins, Bill Potter, Sue Hammersmith, Tom Oldfield

Handouts: Agenda
APRC Program Review Schedule 2002-2008 (Draft 2/14/01)
Transfer Students: Credit in Residency Policy
Task Force Report – Baccalaureate Education in the Community College Setting.
“A Seamless Transition” from February 2001 Issue of *Matrix*
Draft Academic Plan
Preliminary Program Proposal Approval Process
Final Draft of Academic Program/Curriculum Development and Approval Process
Conference information “From Classroom to Chatroom”
Focus Task Group information

1. Program Review Schedule – Doug Haneline

Doug Haneline distributed copies of the 2/14/01 draft Program Review Schedule 2002-2008. He asked Deans' council to review the draft with department heads/chairs for accuracy. Feedback is due to Doug by March 16.

2. 3+1 Programs – Doug Haneline

Doug Haneline distributed "Transfer Students: Credit in Residency Policy" and noted that wording has been changed in item #2. A question was raised on the wording in item #4 on "Statement of Principles on Articulation Agreements". There was extensive discussion on whether the dean of one college should approve exceptions related to courses in another college. It was suggested to add an "s" to "dean(s)" in item #4. It was also noted that the "Statement of Principles" needs a process to describe the principles.

Dr. Chapman distributed "Task Force Report on Baccalaureate Education in the Community College Setting" and suggested deans review.

She also distributed a February 2001 *Matrix* article, "A Seamless Transition. University, Community College Partnerships can Increase Student Success."

3. Equity Conference – March 22-23

Dr. Chapman distributed a brochure regarding the Equity Conference scheduled for March 22-23 and hosted by Ferris State University. She urged deans to attend at least part of the conference.

4. Academic Plan

A draft of the Academic Plan was distributed for Deans' Council review. Dr. Chapman noted that the Plan is confidential at this point and should not be shared with college staff. She asked Deans' Council members to review the Plan and **comment by March 12**. Comments can be either noted on a hard copy or electronically (electronic version will be sent later today). The Plan will be an agenda item at the March 13 Deans' Council meeting. Deans' Council members were asked to pay particular attention to key performance indicators and give their thoughts on (x) amounts. She would like to include actual numbers when the Plan is distributed for campus community review. She noted that KCAD and FSU-GR will be a separate section of the Plan, rather than integrating those areas throughout the whole document.

5. Course Syllabus/Course Outlines: Required Content and/or Format?

Dr. Chapman had occasion to review a few samples of course syllabi and was concerned about the lack of information included. She asked deans if syllabi formats were available in the colleges. Sue Hammersmith indicated that model syllabus guidelines are distributed in the College of Arts and Sciences at the beginning of each academic year. Faculty are required to turn in their course syllabi to both the department head and dean's offices. Bruce Forintos indicated it would be helpful for adjunct faculty teaching off-campus to have access to course syllabi, including information on the preferred textbook. Dr. Chapman asked deans to share good examples of course syllabi with her.

6. Curriculum Development and Approval Process

Copies of the "Preliminary Program Proposal Approval Process" were distributed. Dr. Chapman noted that the process will be implemented April 1. The document will be placed in the Academic Affairs website in the near future.

Copies of the "Final Draft of Academic Program/Curriculum Development and Approval Process" were also distributed. Dr. Chapman noted that, after consultation with the President and others, a few of the grids have been changed. She asked Deans' Council members to review the document and return any comments to her by March 12.

7. Board Committee Meetings – April 11

Dr. Chapman reviewed possible agenda items for the Academic Affairs/Student Affairs and Finance Committee meetings scheduled for April 11 in Grand Rapids. Materials for these meetings are due to the Academic Affairs Office by March 9.

8. Other

Dr. Chapman noted that Tamsey Andrews has accepted another position effective May 1. Al Uniacke will chair the search committee, which will be launched after spring break.

Tom Oldfield noted that telephone interviews for the Assistant Vice President for Academic Affairs position will be held Wednesday, February 28.

The College of Business dean search is ongoing. The search committee is meeting tomorrow to review two more candidates.

Dr. Chapman distributed conference information "From Classroom to Chatroom."

Dr. Chapman recently met with Stan Dinius, Public Safety Director, and discussed crime and violence statistics at other universities as well as at Ferris. Public Safety personnel are willing to meet with your colleges on the services they can provide on crime prevention and answer concerns about guns and violence. It was suggested that such a session should be offered during kick-off week. Sue Hammersmith noted that Public Safety personnel have met with Arts and Sciences department secretaries.

Tom Oldfield distributed Focus Task Group information and asked Deans' Council members to review and let him know of any changes by Thursday.

Dr. Chapman has talked with Cory Duckworth on information colleges currently receive on development accounts and donors. If there is specific information deans would like to receive, please let Dr. Chapman know. She is planning to invite Cory Duckworth and Deb Jacks to a future Deans' Council meeting.

Bruce Forintos noted that MBS Direct Book Service is working very well for off-campus courses. Reminders will be sent to make sure faculty have copyright clearances before coursepacks are submitted. There was discussion on the requirement to use MBS Book Service vs. another bookstore. Doug Haneline will follow up with the bookstore committee.

Tom Oldfield indicated that a final NCA schedule is not available yet. Deans were asked to be available Monday, March 26 and most of Tuesday, March 27. He noted that the exit interview will take place on Wednesday, March 28, at 8 a.m in Grand Rapids.

Richard Cochran announced that the library move begins this Saturday. Furniture delivery has caused a few issues, but most of the items will be delivered on time.

There will be NO Deans' Council meeting on March 6.

Deans' Council meeting on March 13 will begin at 8 a.m. The first hour will include discussion of the Academic Plan and other business. Denise Barowicz will join the meeting from 9-10 a.m. to discuss the FFA contract in preparation for negotiations.