

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: Deb Thalner  
Elaine Kamptner

Handouts: Mid-semester Student Disciplinary Suspensions or Dismissal - University Procedures  
Ferris State University Policy on "Credit for Non Credit: - Proposal  
University Records Management and Retention Task Force Update to Deans' Council

**1. Academic Honors Convocation**

Laurie Chesley reminded the Deans' Council that the Academic Honors Convocation is scheduled for Sunday, April 7, 2002 in Wink Arena.

**2. Review Draft Non-Credit to Credit Policy**

Deb Thalner reviewed the draft for the Non-Credit to Credit Policy. She said there are two kinds of training involved with this policy, one is for business and industry. They have been working with Dale Carnegie on giving Ferris credit for some of their coursework. The concern expressed by the deans is that the courses meet the Ferris criteria and quality for coursework. Deb said there is a need for this policy as industry asks universities to teach courses for their employee development program. There was discussion by the deans on how these courses should be entered on the system. Tom Oldfield will talk to Craig Westman on the best way to have these courses entered for the student's transcript. Dr. Chapman asked the deans to review the draft proposal and to send their comments to Deb Thalner. This will be on the agenda for the next Deans' Council.

**3. Update on University Records Management and Retention Task Force**

Richard Cochran talked about the need for university records management. We are required by law to maintain University records for a specific period of time. Dr. Cochran said they are in the process of hiring an Archivist Manager for the Library. Elaine Kamptner distributed the Charge to the University Records Management and Retention Task Force and their preliminary report to the Deans' Council. The Task Force has worked with the General Counsel's office on the Approved Records Retention Schedule.

Elaine Kamptner said the Task Force met with the Deans' Administrative Assistants about records retention. The Administrative Assistants have been given the Records Management Inventory Forms to complete. This is to determine what material will need

to be stored in the University Archive. When the material is sent to the University Archive, it will also have a retention date assigned to it. In this way the archivist can destroy the material when it no longer needs to be stored. The archivist will file and store permanent records that must be maintained by the University.

#### **4. Procedure - Mid Semester Disciplinary Suspensions or Dismissal**

Dr. Chapman distributed a copy of the Mid-Semester Student Disciplinary Suspensions to the Deans' Council. These suspensions/withdrawals are initiated by Student Judicial Services. The Administrative Withdrawal will show on the SIS system as an AW.

#### **5. Other**

- Summer University - Division Day - is scheduled for Wednesday, June 5, 2002. Dr. Chapman asked the deans to send her any suggestions for possible topics for the Division Day. The invitations for Summer University will be sent to everyone in the Academic Affairs Division.

#### Search Updates:

- Director of Grants - the on campus interviews are in progress. There is a special Deans' Council Meeting Thursday, April 4, 2002 at 8:15 a.m. to meet one of the candidates.
- Dean, College of Education - Dr. Chapman will meet with the committee this week to review the applicants for this position.
- Director, Center for Teaching, Learning and Faculty Development - The ad for this position has been placed.
- Dr. Chapman announced that Al Uniacke is returning to the Michigan College of Optometry effective July 1, 2002. He will still have release time with the President's Office.
- Bruce Forintos announced that he is resigning from Ferris State University effective Friday, April 5, 2002.
- The guest Fulbright Lecturer, Gaye Shortland, is visiting campus this week. There is a lecture scheduled for Thursday, April 4, 2002 at 4:30 p.m. in Rankin Center.