

Ferris State University  
Deans' Council  
MINUTES

Tuesday, April 10, 2001

Present: Barbara Chapman, Doug Haneline, Kevin Alexander, Al Uniacke, George Waldheim, Sue Hammersmith, Michelle Johnston, Bruce Forintos, Bill Potter, Paul Prins, Jim Maas, Richard Cochran, Greg Frazer

Special Guests: Raymond Gant, Adam Wetherell, Louise Yowitz

Handouts: Agenda  
Faculty Eligible to Retire in Next Five Years by Seniority Group  
Recruitment of Faculty – FSU Needs to Aggressively Recruit  
Lotus Notes re: Book Orders  
Web-Based Instruction White Paper – Discussion Draft 3/30/01  
Michigan Virtual University - Information Technology Training Initiative

Announcements: Dr. Chapman announced that the Presidents Council Academic Affairs Committee approved the BA degrees with majors in sociology, history and English yesterday.

**1. Proactive Planning for Faculty Recruitment: Louise Yowitz, Raymond Gant, Adam Wetherell**

Louise Yowitz, Raymond Gant and Adam Wetherell met with Deans' Council members to discuss proactive planning for faculty recruitment. A list of the number of faculty eligible to retire in the next five years was distributed, as well as suggested recruitment strategies. Eligibility criteria used to determine this list were age 55 and 15 years of service. The deans were asked to identify a representative from their college to serve on a recruitment committee. The representative should be very familiar with the college's faculty requirements and be available to work with Louise, Raymond and Adam to aggressively recruit faculty. Deans were asked to send the name of the representative to Louise Yowitz by April 17, with a copy to Dr. Chapman.

**2. Book Order Requirements**

Doug Haneline distributed info from Miles Postema regarding book orders. While faculty are urged to use Barnes and Noble, they are free to order from whichever bookstore they wish. Deans were reminded that off-campus book orders are handled through Missouri Book Services, and faculty are urged to use this service. Bruce Forintos will forward an informational memo on Missouri Book Services to the deans, who, in turn, will distribute it to their faculty, especially those who teach off-campus.

**3. Web-Based Instruction White Paper**

Doug Haneline distributed a confidential draft of the Web-Based Instruction White Paper. The White Paper will be an agenda item at next week's Deans' Council. Deans were asked to review the document and be ready to discuss it then. Dr. Chapman noted that

the goal was to have the White Paper completed by the end of the Winter Semester so that the Senate could discuss. At this time, it appears that Senate will discuss the White Paper at their August retreat. Dr. Chapman and the President will review the Intellectual Property document once more before it goes to the Board of Trustees in July.

Bruce Forintos noted UCEL is moving ahead with the development of Internet courses. An instructional designer will be on campus tomorrow for open discussions with faculty.

#### **4. Performance Appraisals – Process and Timelines**

Dr. Chapman noted that deans would be receiving a memo from her asking each of them to prepare a self-assessment by May 1. Mindy will schedule evaluations after May 1. The deadline for all staff performance appraisals has not yet been determined by HRD, but will probably be about May 19. New deans should work with Warren Hills on the performance appraisal process.

#### **5. Summer University – Wednesday, August 1st Session for Academic Affairs Division**

Dr. Chapman noted that she will be identifying a Summer University planning and coordination committee and asked for suggested members. We have been assigned FLITE for Academic Affairs sessions. The Academic Affairs Divisions has approximately 92 administrative staff; 93 CTAs; 377 9-month and 68 12-month faculty members. Session ideas are listed on the agenda. It was suggested that the data needs session be made more applied and focused towards CTAs. Some additional ideas include: faculty recruitment as presented by Louise Yowitz, Adam Wetherell and Raymond Gant; Campus Pipeline; how to handle student complaints.

#### **6. Other**

Michigan Virtual University is offering free on-line courses as part of the Information Technology Training Initiative. A list of on-line courses was distributed.

Paul Prins noted that the BAS in Manufacturing Technology would not be on tomorrow's Academic Affairs/Student Affairs agenda.

Bruce Forintos reported on out-of-state programs in conjunction with Central Michigan University. He has been in contact with NCA on the proper accreditation paperwork. Discussions are underway to offer the FSU nursing program and medical records program in Atlanta, Georgia. Dr. Forintos will be traveling to Washington to begin discussions with the military regarding online programming and/or live programming at military bases throughout the country.

The deans were reminded that Pizza with the President is scheduled for today at 11:30 a.m.

Dr. Chapman noted that two candidates for the Assistant Vice President for Academic Affairs position were interviewed. Reference checks are currently being conducted and she hopes to have more info to share in the next few weeks.

The College of Arts and Sciences recently had all their advisory committees meet on the same day – individual program advisory meetings were held in the morning and then all advisory committees came together at noon for lunch, heard remarks by the President and Vice President and received information of common interest to all. The concept has received positive feedback.