

MINUTES

- Present: Kevin Alexander, Laurie Chesley, Greg Frazer, Dick Hawkins, Ian Mathison, Tom Oldfield, Bill Potter, Deb Thalner, Al Uniacke
- Absent: Barbara Chapman, Richard Cochran, Don Green, Sue Hammersmith, Chuck Matrosic, Dave Nicol
- Handouts: Course Listing with prerequisites
HRS Training Sign-Up Sheet

1. Academic Plan Draft - Al Uniacke

Al Uniacke discussed the changes that were made to the draft of the Academic Plan. Ian Mathison asked why there is a distinction between Ferris State University - Big Rapids and Ferris State University - Grand Rapids. He does not believe we should distinguish between the two sites especially when addressing course and degree requirements. Bill Potter thought we might want to place more emphasis on the increase in standards at Ferris. Laurie Chesley suggested we modify the goal of 100% use of WebCT in the classroom.

If the deans have any additional comments, they are to send them to Al Uniacke.

2. CTA Contract Input

Tom Oldfield said that Denise Barowicz is looking for any areas of concern the deans have with the CTA contract. The only area mentioned was to consider has more flexibility to allow support staff to take classes during the day.

3. SIS Changes

Tom Oldfield distributed an Excel spreadsheet listing the courses on SIS showing pre-requisites and co-requisites for each course. We need to insure the pre-requisites and co-requisites on the system are correct. Beginning with registration for Fall, 2003, and possibly for Winter, 2003, the Registrar's Office plans to implement the process whereby the system will not allow a student to registrar for a class if they do not have or have not registered for the required pre-requisite for a class. The colleges need to review the listing to check for accuracy. Bill Potter suggested that if the pre-requisite listed is complicated, it should be changed to by permit only by the department head. Tom Oldfield will take this to the UCC for their review before this is sent to the Registrar's Office to update SIS. He will follow up on the progress of this review in mid-May.

4. Continuation of Discussion on Non-Credit to Credit Document

Deb Thalner outlined the purpose of Non-Credit to Credit process. The deans discussed the policy. Tom Oldfield will talk with Dr. Chapman and Don Green about concerns with consistency between Ferris State University - Big Rapids and Ferris State University - Grand Rapids. Tom asked the deans to send their thoughts on this process to Deb Thalner.

5. Other

Gina Knight will conduct HRS Training for staff. Tom said that anyone who works with EAA's or needs to get information from HRS should attend this training. He asked the deans to review the personnel in their areas who have registered to make sure that everyone who needs this training is registered for it.