

**Ferris State University
Deans' Council Meeting
Tuesday, October 26, 2004
8:30-11:00 a.m.
MINUTES**

Present: Michael Harris, Tom Oldfield, Bill Potter, Matt Klein, Jacque Hooper, Kevin Alexander, Richard Cochran, Chuck Matrosic, Michelle Johnston, Ian Mathison, Dave Nicol, Don Green

Absent: Robbie Teahen

Handouts: Agenda
Focus Task Groups
Draft Letter of Offer

Dr. Harris talked about adjusting and adapting to different communication styles. He reminded deans to call or talk with him about different situations, etc.

1. Commencement

Discussion was held on Fall Commencement. Two ceremonies will be held on December 18, with no graduates from Pharmacy and Optometry.

It was noted that Optometry holds a separate ceremony the evening before commencement, with a member of the Board of Trustees in attendance. The students also attend commencement the next day.

2. Honorary Doctorates

Dr. Harris asked deans to begin thinking about criteria for honorary doctorates. It was noted that commencement speakers shouldn't necessarily be awarded an honorary doctorate. Other discussion items included: other institutions use the same speaker for several commencement ceremonies; honorary doctorates are a part of establishing the image of a university and it should carry a very serious honor; the honorary doctorate process should be one where the Academic Affairs Division is very much a part of it. This will be a future agenda item.

3. Fees

Dave Nicol noted a few situations where courses require particular support, e.g. Hospitality Management, Visual Design & Web Media. How do other colleges handle fees for courses with special needs? It was noted that consumables required for courses are not part of the approved fee process. Discussion was held on the fee process and it was pointed out that fees charged for courses go into the general fund and are not transferred back to the S&E of the college.

There followed a discussion on the practice of charging/not charging course fees and the subsequent tuition ranking for state universities. Dr. Harris will continue to review the

fee process and will invite Sally Depew to a Deans' Council meeting to discuss the process.

4. Announcements

Chuck Matrosic reported on the successful accreditation site visit for the Construction Management programs. The site visit team particularly noted the relationships/collaboration between the Construction Management faculty, the Languages and Literature faculty, and College of Business faculty.

Chuck Matrosic also noted the recent successful Construction Hall of Fame ceremony/dinner.

Ian Mathison indicated that an accreditation site team is visiting today through Thursday as part of Pharmacy's 6-year accreditation cycle.

Dean Mathison also noted that Michigan State University's College of Human Medicine has received an AHEC grant designed to improve health care for the medically underserved and increase the number of health care providers in both rural and urban underserved areas. The College of Pharmacy Pharm.D. program will be partnering with MSU with the possibility of providing a type of tele-pharmacy program.

Matt Klein reported that the Jim Crow traveling exhibit will be available in the Art Gallery November 5, 6, and 8. There is a high interest from other universities and museums to host the exhibit, which will strengthen Ferris' role in diversity.

Matt Klein encouraged deans to participate in the Big Rapids Community Forum on November 10 to support civic engagement and service learning as part of the American Democracy Program and sponsored by the Community Studies Institute. Each of the deans was asked to attend along with 2-4 representatives from the respective colleges. Matt will send a follow-up note.

Bill Potter announced that there was one internal candidate for the position of Arts and Sciences dean. A campus interview will be held November 9. More information will be coming.

Tom Oldfield noted that to date there are four applicants for the Assistant Vice President for Academic Affairs position. The committee will be meeting later this week to review files. The committee will also be meeting later this week with Dr. Harris to make recommendations.

Michelle Johnston indicated that the College of Education and Human Services received a grant of \$60,000 from the Michigan Department of Education to study needs in rural schools.

Michelle noted that the book, "Educating Citizens", contains some good information on service learning and general education. Michelle will send specifics on the book to Deans' Council members.

Tom Oldfield attended a meeting at the Environmental Studies and Research Center of the Pierce Cedar Creek Institute near Hastings, MI. Ferris has been invited to join the

institute. Opportunities for research grants for both students and faculty are available. He will be meeting with the Biology department to discuss opportunities.

Tom Oldfield updated Deans' Council members on Banner Steering Committee actions. A Banner update – version 7.0 – is planned for January and the Committee recommends that Ferris updates to the new version. The cut-off date of May 13 for purchase orders was discussed at the meeting, as well as increasing the limit for purchasing cards. The purchasing card limit discussion is on hold until it is determined whether POWCs will continue to be used. Deans noted that POWCs are a valuable asset.

Tom encouraged deans to attend the Banner Finance updates scheduled throughout November, January and February.

Tom distributed a list of Web Focus issues and asked deans to review the list for additions/changes so that BPAs can be scheduled. Any changes should be sent to Tom by the end of the week.

Richard Cochran reported on the library environmental scan review conducted this past summer. Progress continues in providing services. He also noted that he and the librarians met with Scott Thede and Scott Claerhout about library computer support and needs. A monthly meeting with librarians and Claerhout regarding computer issues was proposed. Richard also indicated that an internal posting for the position of coordinator of media production has been approved.

Jacque Hooper announced that a College of Allied Health Sciences faculty member has been appointed to the Michigan Board of Respiratory Care

Dr. Harris asked deans to review the planning groups established by President Eisler and begin discussion with members.

Dr. Harris reported on the last Contract Maintenance meeting. As a result of discussions at that meeting, the ULP on post tenure review has been withdrawn. He thanked the deans for their efforts in handling some union related issues.

A question was raised whether deans will be invited to attend Foundation Board meetings. Deans would like to have a role with the Board. Dr. Harris will check into the role of Academic Affairs/deans with the Foundation Board.

5. Hiring

Dr. Harris indicated that he will talk with deans individually about their college's hiring needs for Fall 2005, but asked deans to submit a report on current hiring as of today. He reminded deans of the new process wherein a dean will submit one request for all vacant positions. By May 2005, deans will submit their requests for approval for Fall 2006 hiring.

Dr. Harris noted that reduced workloads will be reviewed for approval only if the faculty member is planning to retire and only for a total of two years. No other reduced workload requests will be considered.

6. Letters of Offer

Matt Klein distributed a draft, standardized letter of offer. Deans were asked to review it prior to further discussion at the next Deans' Council meeting.

7. Planning

Dr. Harris noted that the past planning process is on hold until the Tasks Force have met and reported their results in December. He encouraged the deans to continue their planning for those items within their responsibility and budgets.

8. Summer Classes

Summer classes will follow the same format as last year.

9. Accreditation Site Visit Preparation

Dr. Harris noted that the recent Construction Management site visit preparation went well. He asked deans to inform him of upcoming site visits, members of the site visit team, what important issues should be discussed, etc. Ian Mathison noted that it is helpful to have the VPAA Office review before documents are sent to the accrediting body.

Dr. Harris asked deans to please inform him ahead of time when they need to leave a Deans' Council meeting early.

Dr. Harris thanked the deans for all their hard work and patience as the Division moves ahead.