

**Ferris State University  
Deans' Council Meeting  
Tuesday, October 12, 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, Robbie Teahen, Michelle Johnston

Absent: Ian Mathison, Dave Nicol, Don Green

Handouts: Agenda  
DRAFT – Procedures for Injuries or Accidents in the Classroom  
FY2004 Incentives from Corporate and Professional Development

**Announcements**

Michelle Johnston noted that the National Parks and Recreation Association recently reaccredited the Recreation Leadership and Management program.

Chuck Matrosic indicated that on-site accreditation visit will be conducted October 18-19 for the construction management by ACCE.

Chuck Matrosic also noted that the second class of the Construction Hall of Fame will be inducted October 21. Plans are underway to establish a permanent display.

Kevin Alexander noted that Michigan College of Optometry faculty and staff, along with attendees of the Michigan Optometric Contact Lens meeting gathered last week in Lansing to inaugurate the capital fund-raising campaign for a new Optometry building.

Bill Potter informed Deans' Council that Shelly Vandepanne will be nominated for the First Year Advocate award.

Tom Oldfield announced that the posting for the Assistant VPAA position has been posted. Review of files will begin October 22.

Bill Potter noted that the Arts and Sciences Dean Search Committee has met to review nominations. The Committee will meet again in two weeks to review files further and make selections for interviews.

Jacque Hooper noted that the College of Allied Health Sciences is conducting an internal search for the Imaging Sciences department head position.

Richard Cochran noted that they have 16 candidates for the acquisitions librarian position.

Richard also noted that the Banner Project steering committee reviewed an action item form to track suggestions.

Several additional Academic Affairs representatives have been added to Banner teams. It was suggested that an updated list be sent to the deans, along with the Banner URL, so deans can share the information with their college staff.

Dr. Harris noted that the President's Council has been working on planning. Several committees are being established in the areas of: physical spaces, enrollment growth, professional development, student engagement, communications and technology. The President is now contacting people to serve as co-chairs. More information will be presented at the President's informational session on October 20<sup>th</sup> in Rankin. He urged the deans to attend.

#### **1. Academic Technology Services**

Dr. Harris recently met with John Urbanick and Scott Thede regarding Academic Technology Services (ATS). Urbanick and Thede have requested regular meetings with the deans – deans should expect to hear from them soon. Jacque Hooper noted that ATS has been very responsive when problems have been encountered, especially in determining processes. After some discussion on various college processes with regards to computer services, Dr. Harris indicated his desire for consistent use of ATS throughout Academic Affairs.

Richard Cochran noted that a list has been developed of approximately 300 computers that cannot handle the Banner product. There was discussion on the need for a computer refreshment plan on campus.

#### **2. Hiring Process Exception Requests**

Dr. Harris noted that the process of forwarding hiring process exceptions to him first is working well.

#### **3. Academic Policies in Colleges**

Matt Klein reported a recent incident wherein a faculty member collapsed in the classroom and procedures were not followed in a systematic way. He distributed a draft "Procedures for Injuries or Accidents in the Classroom" to share with Deans' Council to provide consistent use across the Division. Deans were asked to review and bring their comments to the next Deans' Council meeting.

Kevin Alexander discussed the issue of having a college policy which amplifies policies and procedures in effect for poor academic conduct. The question arose as to whether colleges can have a separate policy. Manuel Rupe has reviewed the College of Optometry's policy and has indicated it is appropriate. Dean Alexander will bring it to the next meeting.

#### **4. FY04 Incentives from Corporate & Professional Development**

Robbie Teahen distributed FY04 Incentives from Corporate and Professional Development and noted that the numbers are lower this year because non-credit activities are lower. She also noted that incentives are figured differently based on individual agreements determined when planning the non-credit activity. In addition,

fees have increased because the position dedicated to working on non-credit activities was eliminated.

## **5. Online Career Development Plan Project Report**

Further discussion was held on the Online Career Development Plan Project Report. It was noted that the document contains some good ideas, many of which have been expressed before. Questions were raised as to the expertise of the survey executioners. Concerns were expressed that the Deans' Council was not given the level of input as it should have been.

## **6. Articulation Agreements**

Robbie Teahen noted that articulation is happening on a number of different levels. During discussion, it was noted that there is an increased interest on the part of community colleges in having a different sort of relationship from the "hand off model", a process that is more seamless, collaborative, integrated. There are also the elements of career centers, advanced placement, etc.

Dr. Harris has asked Gretchen Spedowske to develop a report on articulation agreements. A copy will be distributed to deans when the report is completed.

Articulation will continue to be an agenda item. Dr. Harris asked deans to begin thinking strategically about articulation agreements. Who do we have agreements with? How can faculty become more involved? What programs can FSU articulate that will bring additional students? Why does FSU want articulation agreements?

## **7. New Faculty Orientation**

Dr. Harris asked Deans to highlight some of the items they do as part of new faculty orientation. This topic will be a continuing agenda item.

A&S – devote half day to activities tied specifically to the college including an overview Lotus Notes, familiarizing them with college policies and procedures, short presentations by campus offices, identifying a college mentor. There is follow-up mid-semester with new faculty.

EHS – similar process to A&S. In addition, the dean takes new faculty to lunch and ask them what they need. The dean takes them out again in January and asks if their needs are being addressed.

TECH – orientation focus is more at the department/program level. The process of nurturing new faculty in a professional/personal nature begins as soon as the letter of offer is signed. Faculty become involved with new faculty by sharing class information, community information, and other information to make new faculty feel comfortable and welcomed.

FLITE – work hard to help people understand what the community is about. A library-wide reception is held for new faculty members. The new faculty are immediately informed about expectations, tenure process, as well as included in a dinner with the dean. Shortly after being on staff, new faculty become involved in a bi-weekly meeting

between librarians and the dean. Faculty are expected to attend the Center's New Faculty Transition Program.

UCEL – developing orientation program off-campus faculty. A series of professional development activities was developed last year, but attendance wasn't good. It was suggested that off-campus faculty be paid to attend.

Dr. Harris asked all deans to consider better ways of bringing new faculty on board university-wide, not just at the college/department level. He noted that new faculty and staff feel a connection and belonging to someone for something other than their discipline, so it is important to interact informally. Deans are asked to take a leadership role in facilitating new faculty success. He urged deans to continue with follow-up such as a lunch.

## **8. Expenses for Teaching in Different Colleges**

Discussion was held on faculty on full loads teaching in other units and adjuncts are hired to replace them. Should the expense be covered by the department asking them to teach? It was noted that the model used for UCEL and FSU-GR could and should be used. Deans were reminded of Academic Affairs procedure, "Procedures for Reporting Faculty Teaching Assignments Across Programs/Departments/Colleges". The procedure will be sent out as an attachment to e-mail.

Dr. Harris noted that the new Assistant Vice President for Academic Affairs will work on the issue of charging the cost involved.

### **Other**

Deans were asked to submit sample hiring letters to Gina Knight by Tuesday, October 19.

Dr. Harris asked each dean to be prepared to review the release time template at their next touch base meeting.

Dr. Harris reminded deans of their report on the number of hours required for graduation in each program - how many hours does it take to graduate from each program based on the last five years, depending on how much data is available. After discussion, Dr. Harris appointed Matt Klein (chair), Richard Cochran and Chuck Matrosic to work with Institutional Research in obtaining focus reports. Deans were asked to e-mail their sorting criteria to Matt Klein by October 19.

Dr. Harris noted that Rick Duffett has forwarded a list of minor caps to him. Minor caps will be discussed further at the next President's Council meeting.