

**Ferris State University  
Deans' Council Meeting  
Tuesday, September 28, 2004  
8:30-11:00 a.m.  
MINUTES**

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

Absent: Michelle Johnston, Don Green, Robbie Teahen

Handouts: Agenda  
Career Institute for Education and Workforce Development –  
Alliance for Career Success Externship Program Schedule of Events –  
September 28-30, 2004  
FLITE Log – September 2004  
Proposal to Steering Committee (e-mail dated 9/23/04)  
Outstanding First-Year Advocates – National Resource Center for The  
First-Year Experience and Students in Transition  
Online Career Development Plan Project Report

Jacque Hooper noted that a workshop was recently hosted by the Ferris nursing faculty for the West Michigan healthcare group. The meeting was mentioned in a recent Pioneer editorial with praise.

Bill Potter distributed copies of the agenda for the Alliance for Career Success Externship Program being held today through Thursday (September 28-30, 2004). Deans are invited to attend the participant panel scheduled for 3:30 on September 29.

Richard Cochran distributed the September 2004 issue of the FLITE Log and noted the new images included in the online catalog.

Matt Klein reminded deans of the juried Michigan artists show through October 1, coordinated by Robert Barnum and Carrie Weis-Taylor.

Ian Mathison noted that the College of Pharmacy has obtained an AHEC grant.

Dr. Harris reminded the deans of the today's Divisional Staff meeting and reviewed the agenda. Dr. Harris asked all deans to attend. All administrative and clerical-technical staff are invited.

## **1. Banner Update**

Tom Oldfield met last week with the Academic Affairs Divisional representatives to the Banner teams. He also met recently with the Banner Steering Committee where he expressed the concern that the Division of Academic Affairs have implementation input early on in the process.

Tom distributed copies of a proposal submitted to the Steering Committee regarding cut-off date for FY05 purchase orders. The proposed cut-off date of May 13, 2005 was approved, which will cause less work for those involved. The Steering Committee also discussed the use of POWCs under the Banner system, as well as an update to the Kronos system.

Erin Weber, College of Arts and Sciences will be on release time to serve as the Banner instructional technologist to write Banner training material, etc.

Discussion was held on the need for Academic Affairs representatives to poll their peer group maybe via e-mail.

## **2. Student Assessment of Instruction (SAI) Process**

Tom Oldfield, Matt Klein, Michelle Johnston, and Robbie Teahen have been working on the SAI process for off-campus adjunct faculty and tenured faculty who choose to have an off-campus course evaluated. Tom Oldfield noted that UCEL will distribute and administer the SAIs after which the SAIs will be processed on campus in the usual way. Copies of the draft process will be sent to the deans via e-mail. After discussion, it was noted that the same SAI procedure is used no matter where the course is taught, including FSU-GR.

## **3. Tenure**

A discussion on each college's tenure process and the dean's role was held. Dr. Harris emphasized the need to address the process.

## **4. IT Memo – Richard Cochran**

Discussion was held on various IT issues, including additional cost for enhancement of technology, lack of coordinating groups as well as no coordinated long-term planning. A subcommittee was formed (Richard Cochran, Kevin Alexander, Dave Nicol) to develop a report including: Academic Affairs IT long-term planning; assessment of current system; and review what other institutions are doing. The report will be brought to Deans' Council for discussion early in the Winter 2005 semester. In addition, Rick Duffett will be invited to a Deans' Council meeting in early Winter 2005 semester to further discuss IT issues.

## **5. Grants**

Dr. Harris asked deans what can be done to encourage and enhance the grant process at FSU. Suggestions include: retain grants office in Academic Affairs; become more creative with indirects; provide grant writing assistance through the Faculty Center for Teaching and Learning.

## **6. Outstanding First-Year Student Advocates**

Dr. Harris distributed information regarding the National Resource Center for the First-Year Experience and Students in Transition request for nomination for Outstanding First-Year Advocates. Bill Potter will coordinate the nominations.

**7. Consulting Leave Requests**

Dr. Harris noted that he is checking on whether deans can be authorized to approve consulting leave requests as his designee. Additional information will be sent in the near future.

**8. Online Career Development Plan Project Report**

Copies of the Online Career Development Plan Project Report were distributed and deans were asked to review for further discussion.

**9. Commencement Participation**

This item will be returned to the agenda for further discussion. Dr. Harris encourages deans to attend all graduations along with as many faculty as possible.