

## DEANS' COUNCIL

### Minutes

June 10, 2008

**Present:** Dan Burcham, Richard Cochran, Don Flickinger, Tracy Powers, Theresa Raglin, Paul Blake, Van Edgerton, and Deb Cox.

**Guests:** Kristen Salomonson and Sam Fattore.

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### Xtender Presentation

Kristen Salomonson, Dean of Enrollment Services, explained that Admissions and Records has their documents in Xtender with Financial Aid being next. She questioned what Academic Affairs would like to do and what the departments would like. Kristen noted that there is plenty of room for expansion and that the system is backed up every night. She explained that if the Disabilities Services Office put something on Xtender, it could be set up so that only those who are eligible could see those documents. Don Flickinger indicated that it would be nice for advising as everyone could see the documents both on and off campus. Maria Schalk in the College of Business is an advocate for Xtender because she is familiar with what it can do as she just came from Admissions.

Richard Cochran questioned the retention schedule for documents that are put on Xtender. Kristen indicated that Melinda would be invited to future meetings to discuss this further. Don Flickinger reminded everyone that there will be some budget implications regarding this. The schedule that was discussed is:

1. Admissions and Records - done
2. Financial Aid – currently being completed
3. Purchasing/Finance Area
4. Business Office
5. Academic Affairs – Fall 2009

### MACRAO

Don Flickinger reported that he had an excellent visit with John McDonald in Traverse City. He informed John that degree requirements are not flexible. The degree requirements are determined by the faculty. He did note that we will try to improve the transfer process and that Xtender will improve that process. Don explained that one of the issues is the clarity of the

June 10, 2008

communication requirement. Don further stated that following the General Education APR, a University general education discussion is needed. Matt Klein indicated that this is a five year process starting with outcomes. Matt Klein also indicated that this was a faculty process but we need to set parameters to frame that discussion. Dan Burcham noted that the community colleges see it very differently than we do.

### **Budget**

Dan Burcham distributed the equipment list and explained that since it is so late in the year, the money will not be transferred until after July 1. This will make it easier for year-end clean up. He asked that the Deans let Kim Wilber know what FOAP the money should be transferred to. He explained that as soon as we find out about the Voc Ed and Perkins, we will inform the Deans. Dan also explained that the money in the Vice President's office is being pushed out to the colleges for supplemental faculty. Dan explained that it is his desire to release the money earlier next year.

Dan Burcham thanked Tom Oldfield for his help with clarifying the budget before returning to his full-time Dean position. He also indicated that he will discuss with the President the need for positions for Fall semester. He asked the Deans to let him know if there is a crisis with a position.

### **Academic Affairs Officers Meeting**

Don Flickinger attended the State Academic Affairs Officers meeting. Don distributed a list of added, deleted, and spin-off degrees from our sister Michigan state universities. He noted that this may not have been distributed in the past. He explained that there is a process that this goes through and would like Ferris to be a part of it.

Matt Klein noted that we have a review process that is used but it does take some time. Don explained that the Legislature is requiring that they know what the new programs are.

It was noted that Robbie Teahan previously spoke of the Voluntary System of Accountability and explained that five institutions are participating. This is talking about accountability in assessment and concerns all aspects of the institution. AACRAO suggests we get it out where we control it so it is not mandated. Dan Burcham questioned if this should be hooked to the SPARC goals.

June 10, 2008

Van Edgerton reminded the group that we have a statistical resource group that can work with people on campus. Don Flickinger indicated that we needed to communicate well among the players and get Robbie Teahen in that group.

Discussion followed related to community colleges wanting to offer applied baccalaureate same degrees. It was noted that many times it is the same instructor teaching the class both at the community college and the university.

### **Announcements**

Richard Cochran reported that FLITE had high points in seven different areas such as inter-library loans, library instructional sessions, on-line interactions, study room check outs, etc. He also reported that Alumni and West were flooded and he was called in to take care of that.

Matt Klein reported that he attended the Michigan Deans' meeting and everyone was worried about budgets.

Theresa Raglin reported that Allied Health Sciences is up 373 students for orientation this summer. They also had their first specialized accreditation visit this summer. The next accreditation will be June 26 & 27 in Nuclear Medicine.

Tracy Powers reported that a meeting will be held today regarding merging the Grand Rapids and UCEL budgets. She also reported that Mark Kessler will be working with our advanced video class this summer and this work will be on PBS.

Van Edgerton reported that David Nicol, Robbie Teahen, and Ron McKean are in China. He also indicated that Laura Dix received the Sid Systema award for faculty excellence this year. He indicated that the College of Business is using digital measures to capture faculty vitas.

Don Flickinger reported that there is a huge demand by countries outside the country to send students here for advanced degrees. He indicated that the problem is that many students do not get applications in until this month. Fortunately, Ferris has the capability of dealing with that. Matt Klein reminded everyone that it takes lots of time to get VISAs.

June 10, 2008

Dan Burcham explained that the International Program relationships need to be reestablished and it will take some time to rebuild these friendships. Sally Nicolai, former Director of the International Program, has been hired as a consultant to assist us in developing these relationships again.

Respectfully submitted,

Linda J. Telfer  
Executive Secretary to the  
Interim Vice President for Academic Affairs  
Vice President for Student Affairs