

Tuesday, September 25, 2012 Deans' Council Meeting Minutes

Present: Matthew Adeyanju, Mindy Baumgartner, Paul Blake, Fritz Erickson, Scott Garrison, Cheryl Cluchey for Don Green, Robin Hoisington, Michelle Johnston, Rick Kurtz, Bruce Morgan, Bill Potter, Karen Strasser, Robbie Teahen, Kim Wilber, J.K. Yates

Collective Bargaining Agreement - Collaborative Processes

Guest Jim Rumpf, FFA President and Professor of Manufacturing, joined the Deans' Council meeting to discuss collaborative processes in place to help implement the FFA collective bargaining agreement. Regular meetings that take place between the Provost and FFA leadership assist in problem-solving and can save much time. He explained the roles of the Ferris Faculty Association and the Academic Senate. The FFA serves to handle contract issues--for example working conditions and benefits--whereas the Academic Senate serves in an advisory role for academic matters and those might include issues that affect the classroom--course capacity discussions, for example. He also discussed responsibilities of the Academic Senate subcommittees including the University Curriculum Committee (UCC) and the Academic Program Review Committee (APR). He noted that the FFA and Academic Senate collaborate on several issues of importance. Jim was thanked for his time in meeting with the deans on this subject.

Course Capacity Information

Fritz Erickson noted that the Provost's Office is currently working on updating the Course Capacity chart and he plans to distribute them to the deans for their review. They should plan return them to him as soon as possible.

HLC Pathways for Reaffirmation of Accreditation

Robbie Teahen distributed information and discussed choices in place for the Higher Learning Commission's reaffirmation of accreditation procedures. Three choices of pathways exist: the standard, the open and the academic quality improvement program (AQIP). At the conclusion of the discussion, the Deans' Council recommended choosing the open pathway.

Importance of APR Review

Robbie Teahen discussed the Academic Program Review process. Important discussion points:

- This process is critical to the success of the programs – continuing involvement of the deans and collaboration with the faculty and departments is very important
- The deans need to be involved in the decision process – for example, a decision to delay a review requires approval by the dean
- Valid reasons for the delay of a program review must exist
- Each APR Report must be carefully read
- Thoroughly review the Academic Program Review guide and follow up on assessment reports – review what has been inputted into the TracDat records.
- Review surveys for appropriateness before they are distributed – we need to give better guidance to those we survey

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Academic program reviews are a very important process and are critical to the success of our programs. They should remain on the calendar as scheduled unless an unavoidable occurrence delays them to a future review.

Concur Update

Robin Hoisington reiterated the earlier message to the deans and their secretaries that the November 1st deadline for travel and reimbursements is quickly approaching and all requests and reimbursements will be processed via Concur. President Eisler and Provost Erickson will not be approving hard copy vouchers for any travels after that date. Robin stressed the fact that there is much work that goes into international travel and study abroad requests and therefore it is important to get the training done and make the switch to Concur now to help prevent any future delays in processing and approvals. She distributed information on recent updates received from the Concur Team.

Lab Safety Coordinator Position Update

Paul Blake announced that Ms. Anne HawkinsBadge has accepted the Lab Safety Coordinator position at Ferris and will begin on October 15. She plans to begin meeting with the deans and department heads and tour their academic buildings and labs. One of her goals will be to bring back information and input to the deans for future discussions.

Grants Consultant

Fritz announced that grant consultant Mike Marinetti is spending some time in the Provost's Office to work with Karen Strasser and assist in establishing processes and recommendations for a strategic plan in the grants area.

Fritz also pleased to announce that Maureen McGonagal has joined the Provost's Office as an Academic Research Specialist to assist Director Karen Strasser.

Respectfully submitted by Robin Hoisington