

Ferris State University

Deans' Council Minutes
Tuesday, October 13, 1998

8:30-10 a.m.

Minutes

Present: Tom Oldfield, Barbara Chapman, Jack Richards, Joe Rallo, Linda Travis, Steve Perialas, Bruce Forintos, Ian Mathison, Richard Cochran, Henryk Marcinkiewicz, Paul Prins, Nancy Cooley, Sue Hammersmith

Absent: Al Lewis

Handouts: Agenda
FSU-FFA Section 16 – Reduced Workload Status for Faculty
"Planning Process for Minor Caps & Deferred Maintenance"
(October 12 Memo)
Fall 1998 and Spring 1999 Commencement Information
"The Road Not Taken" – September/October 1998 issue of *Change*
"Assessment and Standards – September/October 1998 issue of *Change*
October 9, 1998 Academic Affairs Division Board Bullets

1. Academic Plan

Dr. Chapman updated Deans' Council members on her presentation to the Academic Affairs/Student Affairs Committee regarding elements of the Academic Plan. She posed the following questions for discussion points as the Academic Plan continues to be developed:

- Should programs' max caps be increased?
- Should new associate degree programs be developed?
- Should articulated programs be pursued with other universities?
- Should new BS programs be developed?
- Should new Master's degrees be developed?
- Should Internet delivery of programs begin?

There was much discussion on program offerings in Grand Rapids and other off-campus areas, including general education offerings, linking customers with programs, assisting alumni with their continuing education, etc. Also discussed were faculty development issues, purchases of instructional equipment and other related topics.

Dr. Chapman asked deans to develop a "one pager" list of program ideas that are being discussed and/or developed in each of the colleges. The one pager is due October 27.

2. Future Meetings

Dr. Chapman reminded the deans to forward their agenda topics for future meetings with Dan Burcham and Don Mullens and also with Margaret Avritt. Please forward to Mindy.

3. Procedure for Handling Reduced Workload Requests

A copy of Section 16 – Reduced Workload Status for Faculty - of the FSU-FFA Contract was distributed. Tom Oldfield noted the eligibility requirements listed in section A. He reminded deans that any faculty member on reduced workload status must have VPAA approval to return to full load. Dr. Chapman requested deans to add a letter of support to the faculty member's request for reduced workload and forward the request to the VPAA for approval.

4. Technology Update

Richard Cochran noted that the Network Coordinating Group has begun to meet on a regular basis and will be reviewing the Lab Closure Policy. The Call Center logistics are being worked on. Scott Dunn has been hired as the Coordinator. The Call Center has received approximately 700 requests for assistance during the first month.

5. Deans' Council Retreat

A Deans' Council retreat is tentatively scheduled for November 23 from 1-5 p.m. More details will be forwarded.

6. Tornado

Dr. Chapman thanked the deans for their assistance during the tornado aftermath last week. She asked deans to refer any students who may have been traumatized by the event to the counseling center.

7. Post Tenure Review

Dr. Chapman reported on a meeting with Ed Cory, chair of the Student Assessment Committee. The Committee will be meeting tomorrow to draft an instrument, which Dr. Chapman will share with Deans' Council members as soon as it's available, along with a draft of the administration protocol. The Committee would like to pilot the instrument yet this fall, but it will not be a formal part of the post tenure review process. The Committee will be asking for volunteers from each of the colleges to assist with the pilot. She noted that it would be helpful if deans could request volunteers from their faculty. Faculty identified for post tenure review this year could also participate in the pilot. She added that there would be an opportunity to add four or five items to the instrument that may be program/department specific. She suggested that department heads begin thinking what those items may be.

8. Minor Caps

Dr. Chapman received minor caps information at yesterday's Cabinet meeting and distributed it to Deans' Council members. It was noted that the process is similar to past years. Requests are due in the VPAA Office by Wednesday, October 21.

9. Off Agenda Items

Jack Richards is in need of a replacement faculty member for a Q-Basic and Excel course for electronics students. If anyone has suggestions, please let him know.

Joe Rallo reminded Deans' Council members of the Distinguished Business Lecture next Tuesday.

Tom Oldfield distributed the official Commencement information for Fall and Spring.

Tom Oldfield reminded deans to include assessment in UAPs. He distributed two articles on assessment.

Copies of the Division of Academic Affairs Board Bullets from last week's Board meeting were distributed.

Dr. Chapman announced that the Board Finance Committee would be meeting the morning of November 20. Agenda items need to be given to her SOON. The proposed reorganization for UCEL will be included, as well as a proposal for Study Abroad in Martinique.