

Ferris State University  
Deans' Council  
Minutes

September 22, 1998

Present: Tom Oldfield, Barbara Chapman, Jack Richards, Joe Rallo, Linda Travis, Isabel Barnes, Nick Coso, Ian Mathison, Elizabeth Hansen, Al Lewis, Paul Prins, Henryk Marcinkiewicz, Sue Hammersmith, Richard Cochran

Special Guest: Sandra Glover

Handouts: Agenda  
AASCU Diversity and Learning Conference Planning Minutes  
Program Revision Requests  
Academic Affairs Capital Project Priorities  
Draft Equity Adjustments Memo

**1. Special Guest – Sandra Glover**

Vice President Chapman introduced Sandra Glover, Assistant to the President for Multicultural and Community Affairs, to Deans' Council members. She reminded the deans that Sandra is organizing a team from Ferris to attend the AASCU Conference – "Diversity in Learning".

Sandra outlined the responsibilities in her new role and indicated her main objective is to make faculty and staff aware of diversity and multicultural activities in the classroom, in the curriculums as well as the pedagogy. Sandra's responsibilities will also include review of recruitment and retention of minorities and women faculty and staff. She views her role as an advocate as compared to the role of the Affirmative Action Officer. Another priority for her will be to focus on issues of minority student recruitment and retention. She will try to coordinate recruitment/retention efforts occurring in individual departments/colleges across the campus.

Ms. Glover distributed AASCU meeting notes giving info on timeline, background and upcoming activities. She is encouraging the Ferris participants to present an overview of the conference to their own college.

**2. Approval of Minutes**

The minutes of the September 1, 1998 Deans' Council meeting were approved.

### **3. Deans' Council Attendance**

Dr. Chapman indicated that if deans were not able to attend weekly Deans' Council meetings, an associate dean/replacement may attend in the dean's place.

### **4. Fall Commencement Update**

Tom Oldfield indicated that Fall Commencement will be held in two sessions on December 19 in Williams Auditorium. The first ceremony is scheduled for 10 a.m. (Business, Education, and Pharmacy) and the second ceremony is scheduled for 2 p.m. (Allied Health Sciences, Arts and Sciences and Technology). Parking will be in Lot 28 with shuttle buses available.

### **5. Course Scheduling**

Tom Oldfield noted that concerns were raised by the College of Technology regarding several class scheduling conflicts between them and the College of Arts and Sciences. Tom reminded the deans to discuss scheduling needs across colleges. Please keep in mind off-campus courses when scheduling also.

### **6. Summer Semester**

Tom Oldfield reminded Deans' Council members that the FSU/FFA contract calls for a summer semester committee to review the previous summer's process. If deans have any concerns, suggestions, etc. related to summer semester, please forward those to Tom Oldfield.

### **7. Late EAAs**

Tom Oldfield noted that there are too many EAAs being processed late. He reminded deans that if the EAA is processed after the fact, the employee isn't paid in a timely manner. He will send a Lotus Notes to those colleges who had late EAAs this semester.

### **8. Program Revision Requests**

The final Program Revision Requests submitted to the Board Finance Committee was distributed.

### **9. Academic Affairs Capital Project Priorities**

Dr. Chapman distributed a list of Category I projects, which will be forwarded to the Finance Committee. The full document will be distributed after changes are made. She asked deans to share the information with their faculty and staff and solicit their input.

## **10. Search Updates**

Dr. Chapman announced that the search committee for the International Affairs Director reviewed the applicant pool and suggested that Dr. Paul Landen be interviewed. Dr. Landen was on campus last week and based on feedback, a verbal offer was given and accepted. Dr. Landen's tentative start date is October 19.

A new committee for the University College dean search has been formed. Dr. Chapman has sent a memo to University College faculty and staff informing them that a new search would be initiated. She also informed them that Linda Travis will continue as interim dean with the Vice President's gratitude and full support. Dr. Chapman urged University College to continue to work with her. The memo also included the statement that University College will continue as a unit. The committee will be chaired by Isabel Barnes, and includes a small screening committee (two University College staff and one Criminal Justice faculty) to review applications and identify candidates for phone interviews. After those applicants are identified, the committee will be expanded to include two more staff from University College and one from Arts and Sciences

Dr. Chapman indicated that the Technology Dean Search Committee will be structured in the same way, with Tom Oldfield chairing.

## **11. UAPs**

Dr. Chapman reminded the deans that UAPs are due to the Vice President for Academic Affairs November 6. She asked the deans to bring 3-5 top initiatives (with or without resources that may have impact on other colleges) to the October 13 Deans' Council meeting to be shared with other deans. She also asked deans to submit a status report on this year's UAP.

## **12. Off Agenda Items**

Jack Richards has some concerns on College of Technology summer rotation. Since similar concerns occur in other colleges, it was suggested he talk with Sue Hammersmith and Joe Rallo.

Sue Hammersmith distributed a Draft Equity Adjustments memo and reviewed it with Deans' Council members. Dr. Chapman indicated that she has requested Beth Krueger to draft a process for faculty equity. The draft process and Dean Hammersmith's draft memo will be returned to the agenda at a later date.

Joe Rallo announced that the College of Business is working with the Great Lakes Maritime Academy to provide a BS degree in Maritime Management. Currently, the program is offered as a track in the BS Business Administration degree. Thirty to forty students will be enrolled in the program.

Linda Travis indicated that there are 1,007 students in freshmen orientation, 140 students more than last year. She expressed her thanks to everyone who are teaching FSUS classes.

Nick Coso announced the possibility of a chemistry technology certificate program with Parke Davis. The program may be expanded to include Dow and Upjohn.

Ian Mathison presented Isabel Barnes with a birthday cake, including one, large melted down candle!

Richard Cochran updated members on the FLITE plans. He will bring a set of drawings to the next Deans' Council meeting.

Paul Prins indicated that the transition of classes being held in the Kendall Building is complete with classes running seven days a week. He noted that the main problem with class start-up this fall was with the bookstore. He announced that FSU-GR will be partnering with Grand Valley and Grand Rapids Community College to provide a downlink satellite program with the U.S. Department of Commerce regarding transacting business with Mexico.

Pc: President Sederburg