

Ferris State University
Deans' Council
Minutes

September 1, 1998

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

Absent: Ed Cory

Handouts: Agenda
FSU-GR Fall 1998 Course Schedule
A Handbook – Teaching at Ferris State University
Program Recruitment
"Looking to the Future" Reorganized Conference
Academic Program Review Funded Recommendations
Program Review Cycle – 1998-2005
Post Tenure Review Timeline Draft

1. Approval of Minutes

The minutes of August 18, 1998, were approved.

2. Overloads in Other Colleges/Signatures

Tom Oldfield indicated his concern about deans knowing whether their faculty are teaching in other colleges. The process may involve something as simple as sending a Lotus Note to the appropriate dean. Extended Learning notifies the appropriate dean by sending a contract for signatures. Tom will draft a short process and forward it to the deans for their review.

3. Unauthorized Use of POWCs

Ed Dorman has indicated that POWCs have been used to purchase gift certificates for FSU employees as tokens of appreciation, or have been made out directly to the employee, etc. This type of use violates university policy. Tom Oldfield cautioned the deans in their college's use of POWCs.

4. Programmatic Marketing

Tom Oldfield distributed a list of academic programs which will be receiving monies for marketing/recruitment plans to enhance enrollment. For instance, Printing Management was involved in the pilot program last year and as a consequence of their marketing and recruitment enrollment increased by 79% over last year using these funds. A liaison

needs to be identified for each program. If the name listed after the program is incorrect or additional names should be added, please let Tom know.

5. Honorary Doctorates

Vice President Chapman reminded deans to forward names of possible honorary doctorate nominees to her ASAP along with documentation/information. The guidelines and procedures drafted by the Deans' Council ad hoc committee will be implemented next year.

6. Futures Conference

Tom Oldfield distributed a "Looking to the Future Reorganized Conference" schedule. Robert von der Osten and members of the steering committee have shared the new outline with the President, who supports it. Tom noted that individual colleges will be hosting each session. If a college wishes to change a session topic, that is open to discussion. Some funds are available to assist colleges in hosting their session. Chris Dede (October) and Carl Rowen are scheduled for October. Meeting rooms at the Holiday Inn have been reserved. Paul Prins suggested linking the programs with Grand Rapids audience and Kendall College.

7. Diversity Conference

Barbara Chapman indicated that Sandra Glover, the new Special Assistant to the President for Multicultural and Community affairs, has identified a conference sponsored by AASCU entitled, "Diversity in Learning" to be held in Philadelphia. She is encouraging teams of staff from Ferris to attend. The President is willing to provide the support. The Academic Senate Diversity Committee, chaired by Vicki Williams, will assist in identifying the team. Isabel Barnes suggested that those who attend the State diversity conference last spring may be included as team members.

8. APRC Budget Recommendations

Tom Oldfield distributed a list of Academic Program Review funded recommendations in response to the Senate's concern that the budget recommendations weren't being funded. Vice President Chapman suggested that deans inform faculty that the monies have been included in the base.

9. Program Review Cycle

Tom Oldfield distributed a list of the 1998-2005 Program Review Cycle as an FYI.

10. Annualized Workload

The revised annualized workload policy has been distributed. Scott Hill-Kennedy reviewed it and agreed with the revisions, but he's still concerned that faculty will have an overload in the fall and less than a full load in the winter. All overload EAAs must

come through the vice president's office for signature; however, one-year temporary faculty overloads do not.

11. Meetings w/Faculty

Vice President Chapman noted that her meetings with faculty are being scheduled and indicated her intent is to meet the faculty and visit facilities. She's more interested in what the faculty see as priorities and sources of pride, and how the university can move ahead in the planning process. She would like deans to be in attendance if possible.

12. Post Tenure Review

A draft timeline for the post tenure review process was distributed and discussed. Several questions were raised regarding portfolio review. Deans were reminded that the intent of the policy is administrator review of portfolios. More discussion will be held as the process continues.

The committee charged with developing the instrument/process for student assessment of instruction has reviewed existing student assessment instruments, none of which received committee approval. The committee will develop an institutional instrument, which will be used this fall as a pilot. After a review of the results, a revised instrument will be piloted in the spring. This will then be forwarded to the Vice President for Academic Affairs for approval. Questions have been raised on how often the instrument will be included in the portfolio, e.g., every class, every semester, etc. Isabel Barnes suggested that the committee developing the instrument should make those recommendations. Al Lewis expressed concern over the actual assessment of the student assessment instrument.

13. University's Extended Hours Computer Lab

Tom Oldfield noted that the University's extended hours computer lab is up and open as of noon today. Lab hours are Sunday-Wednesday: 7am-3am; Thursday: 7am-12 midnight; Friday: 7am-5pm; and, Saturday: 12 noon-10 p.m.

14. Capital Outlay

Barbara Chapman distributed a draft "Suggestions for Capital Projects – August 31, 1998" for deans review only. Dr. Chapman thanked the deans who submitted ideas and indicated she shared the draft with Cabinet yesterday. Dr. Chapman noted that the draft points to the need for an academic plan in conjunction with capital outlay.

15. Budget

Tom Oldfield noted that the proposed budget will be reviewed with the President this afternoon. Some additional dollars, (one-time and continuing base) may be available. The President has indicated that Academic Affairs will be a priority when those funds are distributed.

16. Dean Searches/Director of International Affairs Search

Dr. Chapman announced that Dr. Bruce Forintos has accepted the offer as Dean of Extended Learning, and will begin his duties October 5. The Dean of Education and Director of International Affairs offers are almost finalized. The search for University College dean is still underway. The Technology Dean search leadership will come from Tom Oldfield, and Dr. Chapman will be determining a way to identify a fairly small search committee.

17. Program Revision Request

The deans were reminded to review last year's Program Revision Request (distributed at last week's Deans' Council meeting) for updates, deletions, etc. ASAP.

18. Off-Agenda Items

Paul Prins requested deans' input by September 4 on the Off-Campus Task Force report.

Isabel Barnes and Linda Travis are co-chairing teams for the American Cancer Society's Relay for Life on September 12. They are accepting pledges/donations.

Jack Richards noted that the White Pines trail is being paved this week all the way to Reed City.

Richard Cochran reported that a new tower design for FLITE has been drafted, which will be available for campus review next week. He is also working on defining his role in assisting the President with campus technology.

Al Lewis reported on a joint program with the West Michigan Whitecaps baseball organization where fans were asked to bring in used eyeglasses to be cleaned and sorted by FSU Optometry students, who also verify the prescriptions. The eyeglasses are then distributed to third world countries. Approximately 25,000 glasses were delivered last night.

Sue Hammersmith reported that Barry Mehler's web page has been selected to be included as part of President Clinton's initiative on race. A copy of the web page was distributed. Sue also noted that the carillon is up and ringing and she thanked everyone who contributed.

Henryk Marcinkiewicz indicated that the new faculty orientation was well received. He noted that a consulting contract, developed by Kelly Marek, is now available on the web. A part-time faculty handbook has been printed and distributed.

Isabel Barnes shared the story of a dental hygiene student returning to school after recovering from a near-fatal car accident last year.

Pc: President Sederburg