

**Ferris State University
Deans' Council
Tuesday, June 26, 2007
8:30-10:00 a.m.**

Present: Richard Cochran, Van Edgerton, Michelle Johnston, Matt Klein, Ian Mathison, Tom Oldfield, Robbie Teahen

Absent: Kevin Alexander, Don Green, Ellen Haneline, Dave Nicol, Bill Potter

Guests: Gloria Lukusa-Barnett, John Urbanik

FerrisCONNECT Update

John Urbanik and Gloria Lukusa-Barnett gave an update on the FerrisConnect Project. The training summary was distributed to everyone present along with the project update at-a-glance handout. Gloria Lukusa-Barnett demonstrated the website to everyone.

They plan to have training sessions the week of faculty orientation.

There was a discussion about new faculty teaching online coursework their first semester on campus. It was decided that unless a faculty member has experience teaching courses online, they are not to be assigned this type of teaching assignment their first semester. Tom Oldfield suggested that John and Gloria attend college meetings fall semester to talk about FerrisConnect – believes this is a good way to educate faculty about what is happening with the program.

Deans Council Minutes

Deans Council minutes from June 12, 2007 were distributed to everyone. Tom asked that any corrections/revisions be sent to Mo by Friday, June 29, 2007.

Blanket Travel

Tom Oldfield announced that all the deans travel requests for in-state travel can be done with a "Blanket" travel. They are to prepare a blanket travel for the fiscal year 2007 send it to him for approval. When they process their travel expense vouchers, these are to be completed using the Employee Voucher Form, along with a copy of the approved blanket travel, and sent to Academic Affairs for approval. All travel out of state or international travel must be processed using the formal Travel Request.

Advisory Board Members

Matt Klein raised the question about how colleges handle or reimburse advisory board members who travel and ask for reimbursement for this expense. There was discussion about how some of the colleges deal with this. Matt will send a questionnaire to the deans soliciting this information.

College Reports re Assessment

The deans talked about what is being done in their colleges. Most have committees working on assessment of student learning.

The College of Arts & Sciences encourages assessment at the department level by including expected outcomes in all general education course syllabi. It also has become part of

administrative review process – they are required to list their outcomes. The goal is to bring into alignment administrative and department goals. This activity is being coordinated by Reinhold Hill.

The School of Education and Recreation, Leisure and Wellness held a retreat last year to outline assessment/outcomes. The College of Education & Human Services plans to follow this same for Criminal Justice and Television & Digital Media Production.

In the College of Business they developed a “Leap Forward” workshop and newsletter. The newsletter includes updates on student assessment.

Richard Cochran reported on a pilot they did in FLITE and reviewed what students know and learn through their FSUS course regarding the library. He also talked about the FLITE 2007 survey of resources and the perception of the building. He will prepare an executive summary of the results of this survey.

The College of Arts & Sciences has mandated that all general education courses have the course outcomes included in the course syllabus. As part of the administrative review, they are required to list their outcomes. The goal here is to align the administrative and department goals for assessment.

All deans are asked to submit a report to Tom Oldfield on what is being done regarding assessment in their college. More detail will be provided on what is expected along with a proposed due date.

Deans' Council Charter

Roberta Teahen asked the deans' council to let her know by Friday, June 29, 2007 of any changes/corrections to the charter.

It was suggested the Communication section be an Appendix to the Charter rather than part of the document. They also thought the bullet “Develop and recommend academic policies” should be under advise VPAA.

Turnitin.com

Deans' Council discussed if we should continue to use Turnitin.com on campus. In some classes the students are asked to check their work on Turnitin.com prior to submitting papers to their instructor. In this way, the responsibility is back on the student to check their work.

Tom Oldfield asked Richard Cochran and Matt Klein to prepare a one-paragraph statement for the Deans' Council to review. This is a statement that could be sent to faculty for use in their syllabi regarding Turnitin.com.

Develop Future Agenda Items

- July 10th meeting – FFA update – please send questions regarding contract to Tom by 5:00 pm today. Some of the issues the deans would like to review include: overload, changes to procedure, issues of interpretation, promotion/merit (A & B list),

sabbatical, post-tenure review, online teaching changes, and contract maintenance issues.

- Online Topics to be addressed by Task Force. Robbie Teahen distributed the Draft of Topics for 2007-2008. There was discussion about the need to develop academic policies to deal with issues pertaining to online teaching. We need to determine models or approach and get this information to Robbie. Robbie asked the deans to let her know other concerns that are not addressed in the document. It was suggested to identify “program champions” to use as a model for assessment.

New Faculty Orientation Week

The Deans’ Council reviewed the schedule for New Faculty Orientation Week. It was decided to ask David Eisler to do the welcome address and then Tom Oldfield would introduce the Academic Deans.

The deans also requested they have additional time to meet with the new faculty on Thursday, August 16th.

Updates from Deans’ Council Members

- Request by the deans that the Faculty Center for Teaching Learning & Learning, Political Engagement Project, and other special committees notify deans of travel activities other than by a travel request. They feel this is a courtesy to let them know the purpose of the travel. They also thought a follow-up report on their travel could be of advantage to the university.
- Laurie Daniels will send the FY 2008 budget uploads for review. Any requests for changes are due to her July 3, 2007.
- Tom Oldfield announced that President Eisler increased the supplemental budget 3%. He will develop a revised part-time faculty pay sheet for review by the deans.
- At the last Academic Officers meeting there was discussion on a website for transfer equivalencies. Tom said the Records Office is working on this issue.
- Tom has met with University Advancement & Marketing on the process of naming facilities. He will review this process with the Deans’ Council at a future meeting.
- Tom met with Kristen Salomonsen, Dan Burcham, and David Pilgrim to discuss the Campus Climate Survey.
- Michelle Johnston gave an update on their Annual Yearly Progress Report for Elementary Education. She also distributed the College of Education and Human Services Student Success Policy Handout. This pamphlet is being given to all new students and their parents at orientation.

- Dave Nicol will be in the office July 3, 2007, and then he will be out of the office until July 23rd.
- Richard Cochran said that Joe Weber is leaving Ferris State University. There will be a reception for him in FLT 438, Thursday, June 28, 2007 2:00 – 3:00 pm.
- Richard talked about the changeover to Microsoft Office 2007. They have started to prepare for this by scheduling training for staff. All new computers are loaded with this version of Microsoft Office.
- Matt Klein announced that John Thorp is retiring from the Department Head position and Andy Karafa will be the Interim Department Head for Social Sciences. Reinhold Hill is the Interim Associate Dean for the College of Arts and Sciences.
- A subcommittee was formed to discuss Study-Abroad Programs, specifically, conflicting with finals week and reporting back to campus, how much credit is awarded for a study abroad course. Members of this subcommittee are Matt Klein, Michelle Johnston, Ellen Haneline, and Robbie Teahen. Robbie will schedule the first meeting of this group.

Adjourn

The meeting adjourned at 10:30 AM