

**Ferris State University  
Deans' Council  
Tuesday, May 29, 2007  
8:30-10:00 a.m.**

Present: Kevin Alexander, Richard Cochran, Don Green, Don Flickinger, Ellen Haneline, Michelle Johnston, Pat Klarecki, Matt Klein, Dave Nicol, Tom Oldfield, Bill Potter, Roberta Teahen

Absent: Ian Mathison

Tom Oldfield opened the meeting with some discussion about Post Tenure Review and asked the colleges how they are conducting PTR in their college. He assumes they are using the 4-year, and honoring the 5-year cycle until they can move into the 4-year cycle. Don Flickinger will verify the format on the Academic Affairs website is the current format to use.

Student Issues and Complaints. Don Flickinger asked the colleges to review their policies on dealing with student issues/complaints. He would like to see these posted on the college websites by Fall Semester, 2007.

Tom Oldfield talked to the deans regarding a meeting he had with Dan Burcham and Craig Westman on the Repeat Policy. They would like to change this policy to read the student earns the last grade earned in the course. Bill Potter suggested the revised policy be prepared for Deans' Council review.

The Deans' Council discussed the concern expressed regarding freshmen registering for online courses.

They also discussed issues for summer registration, specifically:

- What cap is used for prorata for online courses?
- What is the cap for online classes – is it the same as the standard class?
- Should lower-level students be allowed to register for online classes?

Ellen Haneline indicated that some of their programs will be offered completely online and some of these classes are offered to freshmen. They need to allow freshmen to register for their online courses.

There was discussion about whether or not an online course should be charged at a higher rate than a standard course. Some of the deans believe this would reflect the added cost of offering the course to a smaller class size.

Online policies and procedures will continue to be a Deans' Council topic.

Some of the deans stated that a student will work around the system and could end up taking a class through a community college and transferring it back to Ferris. Michelle Johnston stated the new high school curriculum has all high school students taking at least one online class. She believes that eventually all students will have experience with this type of delivery for a class. Bill Potter suggested that students enroll in online classes by permission only.

The deans discussed the Division of Academic Affairs Top 5 Priorities for the coming year. The main theme is the integrity of offerings across all locations and mediums with online learning, assessment, curriculum, and collaboration. A number of subcommittees were organized as a result of the priority listing with reports from the committees due October, 2007. The committees are as follows:

1. Curriculum Committee: Don Green (Chair), Matt Klein, Don Flickinger, Dave Nicol, and Ron McKean
2. Online Learning: Roberta Teahen (Chair), Ellen Haneline, and Dave Nicol
3. Assessment: Roberta Teahen (Chair), Ron McKean, Julie Coon, Reinhold Hill, Tracy Powers, Robert vonderOsten, Van Edgerton, Paul Blake, and Richard Cochran

#### Potpourri

- Roberta Teahen reminded everyone of the celebration at Wheeler Pavilion on May 30, 2007, at 4:00 pm to celebrate Extended Learning achieving 25,000 SCH.
- Matt Klein questioned if off campus will still have incentives. Tom Oldfield assumes there will be.
- Ellen Haneline reported their enrollment is up this summer term.
- Matt Klein said they are working on models for adjunct faculty so they have standards for syllabi, etc for Fall, 2007.
- Richard Cochran reported that they are changing the main service desk, so they will have one located at the main entrance to the library. They believe this will better serve the students.
- Michelle Johnston said they are working to improve student advising for Fall, 2007. They have prepared a Student Success Policy booklet. Each new student will receive a copy of this as well as their parents.
- Bill Potter reported they have hired three new counselors plus a new international advisor this year. They will schedule an academic advising workshop for this summer, and if anyone would like to include people from their college, please send names to him so they can schedule this session.
- Kevin Alexander reported they started the 10<sup>th</sup> semester of the new curriculum. He talked about the new courses that have started as part of this curriculum revision.
- Dave Nicol said the College of Business held an open house the same day of commencement for their graduates and their families. He believes this was very well attended and appreciated by the graduates.
- The College of Business enrollment is up for summer term also.

- Pat Klarecki said the New Faculty Orientation will be offered this year prior to Fall, 2007 semester startup. Announcements will go out in the next couple weeks.
- Pat also gave an update on the Banner Live committee report.
- Don Flickinger hopes to be able to give everyone a breakdown of responsibilities within the Office for Academic Affairs this week. He also said he will be out of the office part of the time this summer fulfilling his responsibilities for Blue Lake Fine Arts Camp.
- Tom Oldfield stated the Faculty Convocation will be part of the Founder's Day observance.
- Tom also talked about issues with the Academic Calendar for Spring, 2008.
- Tom Oldfield said they will be reviewing International Affairs on campus. Bill Potter will be included in this review.

The meeting adjourned at 9:50 a.m.