

Ferris State University
Deans' Council
Tuesday, November 28, 2006
8:30-10:30 a.m.

MINUTES

Present: Michael Harris, Ian Mathison, Matt Klein, Pat Klarecki, Ellen Haneline, Kevin Alexander, Bill Potter, Roxanne Cullen, Tom Oldfield, Robbie Teahen, Dave Nicol, Richard Cochran

Absent: Michelle Johnston, Don Green

Handouts: Agenda
Off-Campus Enrollment Figures
Career Education Conference Brochure
Early Childhood Education Brochure
Structured Learning Assistance (SLA) Article

Announcements

Michael Harris congratulated Ellen Haneline on the completion of her doctorate. Ellen will continue as interim dean.

Pat Klarecki reported that enrollment is ahead of point-in-time last year, but behind from two years ago. It was suggested that enrollment comparisons be made over a longer period of time, e.g. 5-10 years. Robbie Teahen reported that off-campus counts are ahead of last year at this time and distributed related information.

Robbie Teahen distributed FYI copies of the upcoming Career Education Conference and the new Early Childhood Education brochure.

Ellen Haneline gave a brief remodeling update in the VFS Building. She also noted that the College is currently conducting three searches with the intent of January hires.

Matt Klein noted that Arts and Sciences searches are moving forward with on-campus interviews scheduled for January. He also noted the development of a rubric to standardize processes for sabbaticals, promotion/merit and tenure, which he will share with the Deans' Council after the first round of use.

Michael Harris reminded deans to continue to look for diversity in the hiring pools. Searches will be cancelled if pools are not diverse.

Richard Cochran indicated that work is progressing to administer a normed survey in March 2007 on perception of library services. He also reported on a successful laptop checkout policy for students with 260 circulations in October 2006 alone. There have been preliminary discussions with Starbuck Coffee setting up a shop in FLITE.

Ian Mathison reported on a successful Pharmacy/Career Day on November 7. All College of Pharmacy students were in Big Rapids for the day, along with the Executive

Board of Michigan Pharmacists for a day-long program on political and professional involvement. Also in attendance were 23 recruiters. He noted that one faculty search has been suspended; other searches are going well.

Dave Nicol noted that two College of Business programs have been reaccredited: Professional Golf Management and Legal Studies. He also gave an update on faculty searches.

Tom Oldfield reported on the successful Construction Hall of Fame event and resulted in a \$25,000 endowment from one of the attendees. He noted that he is challenging College of Technology faculty to review the possibility of students going to the use of laptops, and reducing the number of software programs to lower costs. He has also assigned a small group of faculty to review budget and distribution of S&E in the college.

Bill Potter distributed an article by Arlene Morton regarding the Structured Learning Assistance program. He noted that the Political Engagement Project (PEP) has 23 faculty participants. The PEP hosted a successful election night watch and fair with 100-150 students attending each event. The student debaters did a good job of presenting various election issues.

Yearly Administrative Review (YAR)– are due at the end of Fall Semester. Forms are available on the website. Deans are encouraged to tell their departments that if there is no difference from last year, simply say so in the first question and don't complete the rest of the form. A question was raised on the use of YAR for non-degree programs. The issue will be brought back for further discussion at the next Deans' Council meeting.

Commencement Breakfast/Lunch invitations were sent yesterday via e-mail for all faculty/staff attending commencement. Robing area will be available. Michael Harris asked deans to urge their faculty/staff to participate and encouraged the deans to support the faculty in attendance. In the future, the Commencement breakfast/lunch will be hosted by the deans with Academic Affairs support.

Pat Klarecki noted that an analysis is being compiled on **Small Class Size Reports**. More information will be available by the end of the calendar year.

Pat Klarecki indicated that a review of the **Academic Honors Convocation** is being conducted with the possibility of combining it with other student recognition ceremonies. Deans are being asked for their input.

Roxanne Cullen reported on the theme for next semester's **DDH meetings**. The Faculty Center for Teaching and Learning will be sponsoring a day-long event on January 26, 2007 featuring John Tagg, author of The Learning Paradigm College as well as an article, "A New Paradigm for Undergraduate Education". DDH members are asked to read the article and attend the presentation by John Tagg as a prelude to the February and March DDH meetings. At these meetings, the Faculty Center will facilitate workshops on observing faculty teach. The first workshop will focus on observing the learning centered class. The second will focus on observing the on-line class. Michael Harris encouraged the deans to attend the January 26 workshop.

2. Graduate Council Recommendations

Roxanne Cullen distributed the Graduate Council recommendations for discussion and noted that a subcommittee of Robbie Teahen, Michelle Johnson, Dave Nicol, Matt Klein and Roxanne originally reviewed the document and identified areas of concern. It was determined that the discussion will be finalized at the next Deans' Council meeting with Graduate Council members invited to the discussion.

3. Scheduling Rooms in IRC

A draft process for scheduling rooms in the renovated IRC building was distributed for review. Deans were asked to submit their comments to Roxanne Cullen by the end of Fall Semester.

4. Final Exams – Change in Procedure

The procedure for scheduling final exams has changed because of Banner implementation which involves each college identifying rooms for final exams. Extensive discussion was held on frustrations and issues related to Banner implementation.

5. Posting of Final Grades

Roxanne Cullen noted that a clarification on the posting of final grades was sent out by Registrar's Office.

6. WebCT Update

Pat Klarecki gave an update on WebCT and noted the WebCT newsletter, website and other communications. He asked deans to share ideas with him. Michael Harris urged the deans to attend at least one steering committee meeting. Pat is developing a list of key questions for review/discussion with the deans on a monthly basis. Pat also noted that 319 names were submitted for the WebCT naming contest and a review is in process.

7. Blue Ribbon Task Force Update

Pat Klarecki presented an update on the Blue Ribbon Task Force.

8. UA&M Request

UA&M has requested anecdotal stories for graduates. Deans were asked to be prepared to submit stories. UA&M would like to receive faculty interest stories for Crimson and Gold.

9. Inclement Weather Procedures

Copies of the "Inclement Weather Procedures" were distributed.

10. Consulting Activities Policy Proposal

Copies of a proposed Consulting Activities Policy were distributed and reviewed by Bill Potter. Deans were asked to discuss the draft in their colleges and return with comments for the next Deans' Council meeting..