

**Ferris State University
Deans' Council
Tuesday, June 20, 2006
8:30-10:30 a.m.**

Present: Michael Harris, Richard Cochran, Matt Klein, Michelle Johnston, Ellen Haneline, Don Green, Tom Oldfield, Dave Nicol, Lauri Daniels, Roxanne Cullen

Absent: Pat Klarecki, Kevin Alexander, Ian Mathison, Bill Potter

Handouts: Agenda
State University Graduation Rates (April 11, 2006 report)
Michigan Distinguished Professor of the Year Award Draft
June 19, 2006 Memo regarding Electronic Resources Added to FLITE

Schedules

Michael Harris, Roxanne Cullen and Mindy Britton will all be on vacation June 24 – July 5. Pat Klarecki will be in the office. Michael indicated deans can call his cell phone in case of emergency.

Michael will be attending the Harvard IEM program July 23-August 4.

The July 19th DDH Hiring Workshop will be at The Shack. **Deans are to identify key faculty involved in searches to be invited to attend and submit the names to Pat Klarecki.**

Deans' Council meetings are scheduled for August. Info will be sent via e-mail.

Hiring

Because of various issues, no hiring will be done based on the growth model this Fall. Michael will give a status report on growth model hiring by November 2006. He's finishing the review of hiring requests and a letter will be sent to each of the deans by this Friday regarding approved hiring.

Deans are asked to pay closer attention to job descriptions and salaries. Michael also noted that all searches should be in process by the end of August/early September, bringing candidates to campus December-February. The process must move quickly.

The hiring of temporary faculty was discussed. Michael requested that the use of search committees and interviewing multiple candidates for temporary faculty should be the exception rather than the rule. Deans should use their best judgment on using search committees for multiple-year temporary faculty contracts.

Budget

Lauri Daniels now has access to process budget transfers with the exception of position transfers. **She asked deans to remind account clerks to send requests for position**

transfers only to Charlotte in Position Control, rather than to Accounting and Charlotte. Doing so causes duplicate transfers.

Michael asked deans to close their budgets this fiscal year in as “clean” a manner as possible. The VPAA’s office can assist, if needed. **He asked deans to begin planning next year’s budgets, especially in SupFac.** He noted that Lauri will be tracking salary savings manually.

Bus Tour Debriefing

This year’s bus tour was discussed. It was noted that there were logistical improvements this year. Michael thanked the deans for their participation.

ADP National Meeting

An FSU team of approximately 11 people attended the American Democracy Project (ADP) National Meeting last week in Snowbird, Utah. Ferris State is leading other AASCU schools in the work it has done with the Political Engagement Project (PEP) and ADP. Up to 30 FSU classes across the curriculums will be involved in PEP during the first year. Tom Oldfield and Connie Meinholdt coordinate ADP and Bill Potter, Rick Griffin and Tony Baker coordinate PEP. Tom Oldfield briefly updated deans on ADP events for the coming year.

Study Abroad Proposals and International Travel Requests

Michael reported on the successful transition this year with UCEL coordinating the study abroad program. **In an effort to improve the process international travel requests will need to be submitted to the VPAA office three months prior to the trip.** Deans need to be alert to the fact when asked to sign an international travel request a week prior to the travel. It was suggested that a work group be established to review the study abroad process this past year.

Commitments to Faculty with Non-Renewed Contracts

Discussion was held regarding the granting of an additional year to tenure-track faculty whose contract will not be renewed. Michael encouraged deans to share their concerns and rationale early in the reappointment process.

Tenure

Michael noted that faculty tenure files have not been very complete. **Deans should review the reappointment recommendations and pay close attention to what materials are included in the tenure files.** Roxanne will be reviewing college tenure files from time to time throughout the summer. It was suggested that tenure files be a DDH agenda item in the Fall.

SAIs and Tenure Policies

Discussion was held on the Student Assessment of Instruction (SAI) instrument and its role in reappointment/tenure/post tenure review processes. SAI’s should be used as one tool, not THE tool as the determinant in quality of teaching. More discussion will be

held later, **but deans are asked to review the form and begin discussion with faculty regarding updating the SAI.**

State University Graduation Rates

Copies of the April 11, 2006 document on State University Graduation Rates by Kyle Jen, Senior Fiscal Analyst were distributed and reviewed. Michael stressed that it is important that FSU improve graduation rates.

Community College Offering Applied Baccalaureate Degrees

A discussion was held regarding community colleges offering applied baccalaureate degrees. Ferris State needs to review its offerings of associate degrees. **Michael asked deans to compile an analysis of what percentage of their students receiving a baccalaureate degree have received an associates degree. The analysis should be completed by fall.**

Michigan Distinguished Professor of the Year Award

Copies of the draft Michigan Distinguished Professor of the Year Award document were distributed and reviewed. The proposal was drafted by the Academic Affairs Officers of the Presidents Council of State Universities of Michigan.

Vacations

Michael asked that requests for carryover of vacation accruals past the 160 hours must include a deadline by which the excess vacation will be used. He will only approve extensions in emergency situations. He urged deans to use their accrued vacation in a timely manner.

Evaluations

Deans' evaluations are being drafted.

Roundtable:

Michelle Johnston updated deans on the National Council of Teacher Quality report.

The Catalog database on the web was updated Monday, June 19. Changes can still be made and catalog coordinators have been asked to review the material.

Richard Cochran noted that one of the librarians has been researching copyright laws and noted that the copyright policy will be reviewed. Richard also noted that Media Production will be developing a CD for each unit using the new publication standards, enabling the graphics to be easier to use. Richard distributed copies of a June 19, 2006 memo regarding electronic resources added to FLITE.

Tom Oldfield reported on a College of Technology weatherization project with the Mid Michigan Community Action group which involves working with low income people to provide energy audits and assist with lowering their energy costs. Also, a testing center

for small industries is in the early stages of development. Work is being done to develop a Biomedical engineering technology degree.

Ellen Haneline noted that Doug Briggs will begin working in Allied Health to develop an orthotics and prosthetics degree.