

**Ferris State University
Deans' Council
Tuesday, June 28, 2005**

MINUTES

Present: Michael Harris, Ian Mathison, Michelle Johnston, Matt Klein, Jacque Hooper, Richard Cochran, Kevin Alexander, Robbie Teahen, Tom Oldfield, Chuck Matrosic, Roxanne Cullen, Don Green

Absent: Bill Potter, Dave Nicol

Handouts: Agenda
Modification of Tuition for Out-of-State PGM Students

Announcements:

Vice President Harris noted that a public announcement will be made soon regarding the reorganization of International Affairs. He indicated that the University's strong commitment to International Education will continue but we will reshape the way we support international programs. The program will be diffused to different areas of expertise across campus.

Dr. Harris indicated that he would like to meet with the faculty during college meetings by the end of October for approximately a half hour.

1. Operational Efficiencies

Deans were reminded of the e-mail sent out regarding Operational Efficiencies. Reports are due to Mindy July 8. Deans were encouraged to be brief and use bullets.

2. PGM – Modification of Tuition

Copies of the Modification of Tuition for Out-of-State PGM Students was distributed and reviewed by Tom Oldfield.

3. Equity

Dr. Harris has been discussing equity requests submitted by the deans with the President. The prioritized requests include four faculty and three administrators.

4. Budget Reductions for FY05

Deans received an e-mail explaining one-time budget reductions for this fiscal year.

5. Budget Reductions for FY06

The FY06 budget reductions are to base. Dr. Harris noted that a plan has been developed whereby colleges will not have any reductions to their base budget. The Division will sustain the entire cut from its accounts. Discussion was held on incentives

from UCEL and FSU-GR. Deans expressed the importance of those incentives to faculty and the need to keep the rate the same as advertised.

6. Status of Searches

As of June 26, 42 searches have been conducted 29 new faculty hired, and 13 searches still open. Deans were reminded of the new faculty orientation to be held in August. Although it's not mandatory, deans should strongly encourage their new faculty to attend. Roxanne Cullen will send a draft orientation schedule to the deans.

7. Post Tenure Review

The 2004-05 report on Post Tenure Review was distributed and discussed. Discussion was held on the correct post tenure review form to use. Roxanne Cullen will chair a task force along with Michelle Johnston and Ian Mathison to review the process. Results should be available by December and will be discussed with the Contract Maintenance group.

8. HLC On-Line Student Services Conference

Robbie Teahen reported on the Ferris group who attended a three-day conference on on-line student services. The group will write a report on the conference for discussion at a future DDH meeting. Dr. Harris asked that Robbie continue to meet with the team on a regular basis as a core team to coordinate the work of on-line courses. It was noted that representatives from both the Library and Optometry should be included on the core team. Any other recommendations should be sent directly to Robbie Teahen.

9. Bus Tour

Deans were asked to send their comments and suggestions regarding the bus tour to Mindy no later than July 15. It was noted that the itinerary needs to be streamlined and provided to participants much earlier in order for deans to make arrangements with alumni, friends of their colleges, etc.

10. Enrollment

Tom Oldfield distributed figures on Fall Enrollments as of 6-26-05 and reviewed them. It was noted that there has only been one full week of orientation and the numbers of freshmen and transfer students are anticipated to be more than last year. Summer enrollment is up to approximately 5,000 students, but student credit hour production is flat. This summer's growth is primarily off-campus/online.

11. Status Reports – Roxanne Cullen

IRC Building Project – Program statement and plans will continue to be refined through August. Plans are underway to relocate staff this Fall. Deans were reminded that the building is “owned” by Academic Affairs, not any specific department or college. The plans will be developed based on the best use for the University and Deans were asked to convey that statement to others. Discussion was held on “rumors” regarding where various departments will be housed in relation to the IRC renovation. More information and timeline are available on the website.

Computer Replacement – Roxanne Cullen distributed copies of PC Replacement Project 2005, Academic Office Computers Under Minimum Specifications and Overall Survey Statistics. Computers are currently being replaced. The Academic Affairs Office is working closely with ATS on the project. Any issues with computer replacement should be reported to Roxanne.

Classroom Renovation – Roxanne Cullen distributed copies of the Learning Environment Committee document. Deans will begin to see progress on Category 1 Projects as early as next week. She noted that the Taggart and Police Academy projects have been moved to Category 1. There is still the possibility that some Category 2 projects will be completed by Fall, based on availability of crew, etc. Deans were reminded that these renovations will be the template for future classroom renovation. Any issues that arise as a result of the renovations should be reported to Roxanne.

12. Hours for Graduation

Dr. Harris noted that he is committed to working with the faculty to assure that within one year, no academic program will be more than 128 hours. He would be extremely pleased if some programs were dropped to 120-124 hours. Once programs are revised to 128 hours, then a review will be made on whether more work will be done on programs. A letter will be sent to Adnan Dakkuri for discussion with the Senate and UCC on hours for graduation. General Education requirements will not be cut from programs.

13. American Democracy Project (ADP) Conference

Tom Oldfield reported that a team was sent to the 2nd annual ADP Conference in Portland, OR. The conference addressed implementation/integration of ADP projects into the curriculum and first-year experience. He also noted that the Federal Government has mandated a Constitution Day on September 16 when institutions will offer an educational program on that date. ADP and the New York Times have developed two projects available for use by institutions. Tom will be meeting with the ADP steering group to discuss additional activities. This item will be included as a future DDH agenda item.

14. Other

Optometry – Kevin Alexander noted that the College has hired a new faculty member who is an optometrist with PH.D. His wife has also been hired as an English teacher in Arts and Sciences. An exceptional continuing education two-day program was held last week with 120 optometrists in attendance. Dean Alexander noted that he was recently voted in as the Vice President of the American Optometric Association.

UCEL – Robbie Teahen noted that the staff is encouraged by the outlook for fall. She noted the progress on the proposed reorganization. She also noted that a large marketing campaign is being rolled out in early July. She distributed brochures for the National Council for Workforce Education (NCWE) Annual Fall Conference.

Technology – Chuck Matrosic reported that faculty searches have gone well with all but two concluded.

Roxanne Cullen reminded deans of the DDH Workshop scheduled July 20-21 at West Campus Community Center. Nancy Chisolm, IUPUI, will be leading the discussion. To be held at West Campus CC. She would like to schedule another DDH workshop to discuss online learning.

Mindy Britton reported that a conference for executive secretaries of the state colleges and universities will be hosted by Ferris on July 19. She hopes to make contacts with Academic Affairs staff and offer a similar conference to deans' and department secretaries at a future date.

Pharmacy – Dean Mathison indicated that the Iraqi student, tat we worked so hard to facilitate his education, is doing well. The French exchange students arrived last week in Kalamazoo. England exchange students were hosted at a recent luncheon and made positive comments about Ferris' pharmacy program, noting that our P4 is much more advanced. FSU exchange students are in the process of writing their reports form their experiences. He indicated that one student wrote her report in both French and English. Steve Durst is attending the Harvard Leadership program this week.

Education – Dean Johnston noted that Rosalyn Templeton has left for her new position at Marshall University. Dr. Johnston will be meeting soon with Rod Larson, who will serve as search chair for the position. Paul Blake, Arts and Sciences, will be given release time to assist with the Associate Dean responsibilities, as well as other college faculty.

Arts & Sciences – Dean Klein announced that two administrative searches will begin in the fall for department heads in Humanities and Math. The Math Department Head position had been frozen for quite some time, but efforts were made to reopen the position. Arts & Sciences department heads will be attending workshops regarding hours for graduation, and examining evaluation of department heads by faculty. Dr. Klein welcomes any information on evaluation instruments, including evaluation instruments for the dean.

Dr. Harris noted that he will be involved in all searches for department heads and asked that he be scheduled in the on-campus interviews.

Allied Health Sciences – Dean Hooper noted that the College is preparing for the reconfiguration of departments effective July 1, which was developed with Dr. Harris' support and strong encouragement. The search for an Imaging Sciences department head is in its final stages. Several grant applications for accelerated health care training have been submitted, as well as a proposal for the institute for clinical instruction in nursing. Final arrangements are being made in formalizing an agreement with the Newaygo RESA to provide the AAS respiratory degree. Allied Health summer camps will be held in July for 9-12th graders – enrollment is already closed. The new program coordinator for the MSN program is Marietta Bell Scriber, who has completed her Ph.D. The MSN program will be offered off campus.

FLITE – Richard Cochran reported that he is working on a reorganization plan in FLITE with the possibility of combining some departments. The replacement of computers is progressing. He noted that he presented the millennial library at the American Library Association Conference last week in Chicago.

Dr. Harris noted that the programs in PharmD/MBA, BS in Early Childhood, MS in Curriculum and Instruction with concentration in Experiential Education and the BS in Business Administration with a concentration in Leadership and Organizational Development were all approved at the recent Academic Affairs Officers of the Presidents Council for State Colleges and Universities retreat. These programs will now go to the Board of Trustees for approval on July 15.

15. Session C Drop/Add Date

A concern was raised regarding the drop/add dates for Session C classes. Tom Oldfield will look into the issue.

16. BIS Degree

Matt Klein reminded deans that oversight for the BIS degree is in the College of Arts & Sciences. The program was developed for non-traditional students who had worked experience. A number of traditional students have been referred by other colleges for completion of their degrees.

Discussion was held on the need for a BS in General Studies. Matt Klein will chair a task force to review the proposed degree.