

**Ferris State University
Deans' Council Meeting
Tuesday, May 17, 2005
CSS 302**

MINUTES

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

Absent: Jacque Hooper, Dave Nicol

Handouts: Agenda
FLITE Log
2004-05 Annual Report - FLITE

1. Announcements

Michelle Johnston noted the front page article in the Detroit News regarding MEAP online – she is quoted. Rosalyn Templeton has accepted another position and will be leaving June 27, 2005. Michelle also reported on some recent office moves, bringing the certification officer, voc ed staff and student placement office closer to the student affairs office.

Richard Cochran distributed copies of the FLITE Log distributed as well as the 2004-05 Annual Report.

Robbie Teahen reported that Deb Thalner will be defending her doctorate today. The UCEL restructuring plan is being implemented with Nancy Reddy as Executive Director of the northern region; Lynn Chrenka temporary faculty in communications; Deb Thalner, Executive Director in Flint, southeast region; Cheryl Cluchey, Executive Director of southwest region and Assistant Dean. Many of the changes are effective June 1. Vice President Harris noted that the restructuring will give Ferris a better and stronger presence in the regions and Robbie has developed a good plan and a good team.

Robbie also noted that the Higher Learning Commission change request for online programs has been drafted. The site visit may occur during the summer. Vice President Harris asked that Deans' Council members be given a copy to review and comment on how the institution comes across in its ability and capacity, etc. Comments should be sent to Robbie Teahen and Tom Oldfield.

Ian Mathison reported that the Iraqi student, who we worked so hard to assure his opportunity study here at Ferris, arrived on campus last Friday and begins class today. Jana Hurley was very supportive and cooperative in finding a place to stay for the student.

It was noted that plans are underway for a Deans' Council event for Chuck Matrosic's retirement.

Gretchen Spedowske reported that she and Dr. Harris are visiting career tech centers, taking tours, and asking career tech center staff if there are any problems, questions, etc. She has received many positive comments about Ferris.

Tom Oldfield noted that many classrooms had been taken off line. The deans were reminded that if the function of a classroom is changed, please inform Jo Gerst or Tom Oldfield.

Kevin Alexander reported on the recent successful accreditation team site visit in the College of Optometry

Bill Potter recently attended a statewide academic advising meeting in Lansing. John Simon was the guest speaker and addressed the group about the Cherry Commission and mentioned FSU twice by name in a positive light.

Deans were reminded to divide their staff's attendance to Summer University by am/pm.

2. Bookstore Advisory Committee – Gretchen Spedowske

Gretchen Spedowske, who serves as the Academic Affairs representative on the Bookstore Advisory Committee, reported on actions taken by the Committee. She noted that: an online book list will be available by Winter 2006; the Bookstore is now offering 50% buy-back; students can charge their books against financial aid here on campus; the Committee is focusing on faculty submitting their lists to the bookstore earlier. Discussion was held on the submission of lists to the bookstore and the timeline involved, which will require the submission of lists before courses are assigned to faculty. The deans suggested that a faculty member be added to the Committee. Karen Bohren, Bookstore Manager, will be invited to a future Deans' Council meeting.

3. Banner Security

Vice President Harris reiterated that there must be consistent accountability in the colleges. More discussion was held on the approval amount and the deans reached consensus that their approvals will be required for all purchases above \$2000.01.

4. Follow-up – Proposal for One-Year Temporary Faculty Multi-Year Contract

Only two temporary faculty will be offered a multi-year contract (both in the College of Allied Health Sciences. Further discussion will be held on theoretical issues related to temporary faculty.

5. Sabbatical Guidelines – Roxanne Cullen

Roxanne Cullen clarified a few issues on the Sabbatical application and contract language. The final version of the Sabbatical guidelines has been given to the contract maintenance group to review and we are waiting to hear from the Union. After their review, it will be sent out to all faculty and implemented, hopefully, by the next review cycle. The document will be sent to the deans for one more review.

6. Allied Health Grievance

Discussion was held regarding the composition of college-level sabbatical review and promotion/merit committees. Several colleges include an administrator on the committees. It was noted that while there is no contract language prohibiting administrators serving on the committees, there should be consistency across all colleges. A discussion on philosophy was held.

A memo will be sent to all deans (with copy to the FFA) that no administrators will serve on sabbatical committees.

7. Progress on Six Overarching Goals

Copies of the Learning Environment Committee recommendations were distributed and reviewed.

A list of computer replacements across the University was distributed and reviewed. Academic Affairs will have 25 computers replaced, to be funded 75% from central funding and 25% from the Division for computer replacement. Scott Thede will be contacting individual deans regarding placements.

8. Persistence and Degree Completion Data – Bill Potter

Bill Potter gave a presentation on persistence degree completion data. Vice President Harris thanked Bill for the information, and asked him to present the same data at the DDH meeting on May 24.

9. Bus Tour

Roxanne Cullen reported on the latest plans for the bus tour. Plans include meetings at the community colleges from 9 a.m.-12 noon between Academic Affairs representatives and Community College representatives. Please let Roxanne know if there is a department head or faculty member who should be included in these meetings.