

**Deans' Council Meeting
Tuesday, July 20, 2004
MINUTES**

Present: Michael Harris, Tom Oldfield, Ian Mathison, Michelle Johnston, Robbie Teahen, Bill Potter, Jacque Hooper, Matt Klein, Richard Cochran, Don Green, Kevin Alexander

Excused: Chuck Matrosic, Dave Nicol

Special Guest: Ed Dorman and Beth Johansen

Handouts: Agenda
Chart of Accounts
Survey Questions for Banner Finance
Adaytum FY 05 Budget Allocations
Library Information for Emeriti

1. Banner Implementation – Ed Dorman

Dr. Harris stressed that Banner implementation is a huge undertaking for the University and will require the support of all the deans. He asked Ed Dorman to update the deans on the financial implementation of Banner.

Ed Dorman distributed the handout "Chart of Accounts" and reviewed how accounts will be structured under Banner. He asked deans to work with their account clerks to design their departments' accounts under Banner by reviewing them for consolidation, elimination, etc.

Beth Johansen reviewed the survey questions distributed to Deans' Council members. She noted that most of the account clerks have replied, and suggested that the deans review their college's survey answers and amend as necessary. She would like to meet with each dean and appropriate staff and review the financial organizational chart currently in place, and will begin scheduling those meetings immediately.

2. Announcements

Dr. Harris began the meeting by asking the Deans to announce any recent successes or accomplishments.

Michelle Johnston noted that the National Assessment Team on campus to review the Michigan Police Corps program. The Team gave tremendous accolades on the program and to FSU for the facilities.

Dr. Harris asked deans to think about and bring to the next Deans' Council meeting a list of 1-2 items that the deans would like Academic Affairs to do in order to better assist the deans' work.

3. Budget

Gina distributed the FY 05 General Fund Allocation Adaytum information and reviewed the information. Deans were asked to review their college's allocations and let Dr. Harris know of any issues. It was noted that the Colleges of Arts & Sciences and Technology still have a shortfall base needs and supplemental. That issue is being pursued with the Budget Office and the President. It was noted that carry forward dollars are not included in the Adaytum information, but is available on FRS. Information regarding equipment dollars will be forthcoming.

4. Summer Class Evaluations – Student Assessment of Instruction

Based on deans' discussion, there are inconsistencies in how Student Assessment of Instruction (SAI) is administered to temporary and adjunct faculty on and off campus. It was also noted that FSU-GR and UCEL should be able to review the feedback for adjunct faculty. After discussion, it was determined that a subcommittee review the issues and make recommendations to the Deans' Council. Tom Oldfield will inform Deans' Council of the subcommittee members. The subcommittee will report back at the August 31st Deans' Council meeting.

5. Communications

Dr. Harris noted that he will follow clear communication structures and expects the same from the deans. He requested there be no communication with other VPs or the President without notifying him. In addition, he intends to prioritize items for discussion as a Division with other units on campus e.g. IR&T and requests that those items be brought to him first. He noted that the Division needs a clear sense of direction and a clear voice and asked the deans to think long term and strategically as a team.

Dr. Harris also requested that deans provide him with executive summaries of current issues and projects, rather than copying him on lengthy e-mails.

All media inquiries should be referred to the VPAA office.

Deans should respond appropriately to direct calls from Board of Trustees members, but Dr. Harris needs to be informed.

6. Databases Available to Patrons

Richard Cochran distributed information regarding "Library Information for Ferris Emeriti". He noted that the Library has received a request from emeriti for remote access to library materials. Dean Cochran noted that in licensing agreements most database vendors expressly limit access by users, or additional charges can occur. Is the Division willing to monetarily support such requests from emeriti for remote access? After discussion, it was determined that if the emeriti remain active in the academic progress of the curriculum through research, serving as guest lecturers, etc, the Division will review its assistance. Otherwise, academic resources will not be diverted to emeriti for leisurely activities.

The larger issue of how the University grants emeriti office space, computer rights and access, etc. will be discussed at a later date.