

**Ferris State University  
Deans' Council Meeting  
Tuesday, July 7, 2004**

**MINUTES**

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

Excused: Bill Potter, Chuck Matrosic

Handouts: None

On behalf of the members of Deans' Council, Michael Harris thanked Tom Oldfield for all his work as interim Vice President for Academic Affairs.

**Deans' Council Meetings**

Deans' Council meeting will be held every two weeks, with additional meetings called as needed. Dr. Harris intends the meeting format to include information, discussion of issues and policy making. Discussions will be an honest and open exchange of ideas. The Deans' Council will be a key group for the Vice President for Academic Affairs.

**Touch Base Meetings**

Touch base meetings between Dr. Harris and individual deans are scheduled on a monthly basis. If additional meetings are needed as issues arise, please call Mindy to schedule.

**Monthly Meetings w/Deans, Assistant/Associate Deans and Department Heads/Chairs**

Monthly meetings with deans, assistant/associate deans and department heads/chairs will be scheduled to help create a sense of cohesiveness across the Division. Dr. Harris asked deans to think about items for discussion at these meetings.

**E-Mail Distribution Lists**

Dr. Harris would like copies of e-mail distribution lists from each college for the following employee groups: administrative, faculty, one-year temporary faculty and clerical. He will be sending communications to the various groups from time to time. It will be each college's responsibility to supply Mindy with updates to the lists on a monthly basis.

**Divisional Staff Gathering**

A Divisional staff gathering will be held approximately 3-4 weeks into the start of Fall and Winter Semesters. Dr. Harris asked deans to consider what type of information or

issues should be shared with the group. More specifics on the meetings will become available later.

### **Deans' Council Substitutes**

Dr. Harris prefers no substitutes at Deans' Council meetings. If a dean cannot attend, please talk with a colleague or Dr. Harris about issues discussed at the meeting.

### **FSU-GR**

Don Green will continue to be included as part of Deans' Council meetings.

### **Communication with Faculty and Students**

In response to a question on dealing with faculty or student issues, Dr. Harris asked that faculty and students follow appropriate channels – department head, dean, etc.

### **President's Council Retreat**

Dr. Harris reported that he and Tom Oldfield attended a President's Council retreat yesterday with Kim Cameron to further discuss strategic directions based on the President's three pillars. Dr. Harris urged the deans to further review President's Eisler vision document.

### **Suggested Discussion Topics**

The deans suggested the following topics for future discussion:

- Banner Project and Academic Affairs involvement.
- Periodic meetings/discussions with Student Affairs offices (admissions, registrar, etc.) as well as how changes in their processes affect on and off-campus programs.
- Computer support/consortiums.
- Community College relationships and articulation agreements.
- Dialogue on terminology used in President Eisler's vision statement, e.g. learning-centered university.
- Academic probation and dismissal policy.

### **ACT Requirement**

Tom Oldfield asked deans to remind their counselors that Board policy does not require ACT composites for students age 23 or above. Counselors should work with these students in using other options for math and reading placement.