

**Ferris State University**  
**Deans' Council**  
**Tuesday, August 26, 2003**  
**8:30-10:00 a.m.**

**MINUTES**

Present: Tom Oldfield, Dave Nicol, Tracy Powers, Richard Cochran, Michelle Johnston, Steve Durst, Laurie Chesley, Matt Klein, Jacque Hooper, Robbie Teahen, Kevin Alexander, Bill Potter, Chuck Matrosic

Handouts: Agenda  
Faculty Handbook for the Honors Program at Ferris State University  
2003-04

Special Guest: President Dave Eisler

**1. Special Guest President Dave Eisler**

President Eisler described his configuration of meetings with what was previously called the Cabinet and Leadership Council. He will continue to meet with the VPs on a regular basis (now referred to as "Presidents Council"). Leadership Council will continue on the first Wednesday of each month at 9 a.m. He will be decreasing the number of participants in the Leadership Council. He asked the deans if there would be an objection to a single representative from Deans' Council. There was no objection.

Dr. Eisler also discussed the review of the University's planning process and asked the deans to send their input to him with a copy to Tom Oldfield.

He urged the deans to take time daily to thank faculty and staff for the work they're doing.

**2. Senate's General Education Discussion**

Deans' Council members reviewed the general education discussion at last week's Senate's retreat.

**3. Wireless Initiative**

Laurie Chesley noted that she is working with Robbie Teahen, Michelle Johnston, Dave Nicol and Richard Cochran on the wireless initiative, aka laptop initiative, a program that Speaker Rick Johnson has implemented to provide all 6<sup>th</sup> graders with laptops. It is possible that FSU will be a provider of professional development for teachers who will be involved in the implementation project.

**4. Academic Plan**

Tom Oldfield noted that while the Academic Plan is very thorough, we must focus on three or four areas to direct our efforts in the short term. A Deans' Council meeting will

be devoted to discussion on how to identify specific components of the Plan for focus in the next year. It was suggested that the focus be tied to the planning process.

## **5. Consortia Update – Cochran**

Richard Cochran reported on the recent virus problem on campus. He noted that IS&T stopped 60,000 viruses at the Lotus Notes juncture alone since last Wednesday. Because of the slow-down in Lotus Notes, the current practice of sending notices of viruses has been suspended temporarily. IS&T is attempting to identify incoming student computers with viruses and working on correcting the problems.

Dean Cochran also briefly mentioned issues to anticipate as Ferris changes to Banner from SCT+. Banner's relational database relies on the creation of only one record. A business practice analysis of records will need to be conducted to determine who creates and updates the records. He anticipates that most of the analysis will occur in the Administration and Finance Division, but there may be "shifts" in deadlines that Academic Affairs will need to accommodate. An executive summary of the ERP white paper will be available shortly.

## **6. Recruitment Activities**

Tom Oldfield noted that an Admissions recruiter is now assigned to most of the colleges.

Robbie Teahen noted that final arrangements are being made to provide Ferris' dual enrollment courses on site for students from four Newaygo ISD high schools

The issue of third party payers and Ferris' policy for upfront tuition payment was mentioned. This will be a future Deans' Council agenda with Dave Engels invited to discuss other possibilities.

FSU's marketing/recruitment initiative was discussed and the efforts to work with Admissions and UA&M in recruiting efforts.

Chuck Matrosic asked the deans for their opinion on a College of Technology open house for current FSU students as a means of improving retention rates and providing students with info so they may indirectly serve as recruiters with family and friends. The Deans were supportive of the idea and it was suggested that the format be used for all colleges and coordinated with Admissions/Craig Westman.

## **7. Deans' Council Meeting Schedule**

After discussion, it was agreed that Deans' Council meetings will be held every two weeks to focus on discussions of issues. To allow for sharing of information, Deans are asked to submit announcements/activities of interest to Deans' Council members to Mindy on Mondays by 12 noon. She will then forward a newsletter to all Deans' Council members.

The next Deans' Council meeting is scheduled for September 9. The Academic Plan and the planning process will be the focus of discussion.

## 8. Other

After discussion, the deans agreed to a rotating schedule for Leadership Council in alpha order by College. Jacque Hooper will attend the September 3<sup>rd</sup> Leadership Council. Mindy will forward a schedule for the remainder of the meetings.

Tom Oldfield distributed Trends Conference information.

Tracy Powers reported that enrollment at FSU–GR increased.

Richard Cochran reminded deans of the Barnum mural unveiling next Thursday at 10:30 a.m.

Michelle Johnston noted that the College of Education and Human Services will be developing a questionnaire for faculty. The questionnaire will focus on what is occurring in the school and what would be the ideal. Quality improvement practices will then focus on the mismatched areas.

Bill Potter distributed copies of the *Faculty Handbook for the Honors Program at Ferris State University 2003-2004*. He also shared the Honors graduation medallion design with the deans. He asked deans to urge their students on probation to attend the Strategies for Success workshops.

Steve Durst noted that Pharmacy's first year class is 135 students –an increase of ten students.

Matt Klein thanked the deans and their staff for their efforts as they worked together with Arts and Sciences to register students.

Jacque Hooper noted that enrollment increased in the College of Allied Health Sciences.

Robbie Teahen reported an increase in enrollment as well.