Deans' Council
Tuesday, June 25, 2002

MINUTES

Present: Barbara Chapman, Tom Oldfield, Deb Thalner, Michelle Johnston, Ian
                Mathison, Matt Klein, Laurie Chesley, Richard Hawkins, Chuck Matrosic,
                Greg Frazer, Richard Cochran

Special Guest: Ed Dorman

Handouts: Agenda
                DRAFT Ferris State University Procedure on 'Credit for Non Credit'

1. Time and Attendance Process

Ed Dorman explained the new automated time and attendance process and asked for
the deans' support as the new process is implemented. The new process will no longer
require paper timecards and timesheets and will be used for students and hourly staff
only. These staff can sign in via three methods: time clock, phone or internet. Training
will be held through mid-August. Ed Dorman and Patti Frazer are available to ~~talk with
departments regarding~~ discuss unique cases and how best to accommodate them.

2. Budget Management Software Update

Tom Oldfield noted that based on the response to an RFP, the Task Force reviewed
seven systems. Two systems, Web Focus and Connx, have been invited to provide an
on-campus demonstration on July 11. The Task Force hopes to have software in place
by the end of August.

3. Other

Dr. Chapman noted that merit/equity letters from the President will be mailed this Friday.
Academic Affairs will forward the final merit/equity lists to each college separately before
Friday. She noted that in a few instances that the dean's merit recommendations~~ed
merit by the deans~~ were changed.

Dr. Chapman reminded the deans of the June 27th Planning Summit at FSU-GR.

Dr. Chapman asked the deans if it would create scheduling problems if the Kick-Off
Week Monday activities were held in the afternoon rather than the morning. For the
most part, the deans indicated the change could be accommodated. More information
will be coming.

Tom Oldfield noted that phone interviews are being conducted this week for the Dean of
the College of Allied Health Sciences candidates. On-campus interviews will be
scheduled in July.

Laurie Chesley noted that phone interviews will be conducted soon for the CTLF&D director, as well as on-campus interviews for the Instructional Technologist position.

Dr. Chapman announced that another round of Web Developer training will be held again this Fall semester. Please send names of those who should be involved to Richard Cochran.

4. Process/Procedures for Awarding Credit for Non-Credit Training

A draft copy of the Process/Procedures for Awarding Credit for Non-Credit Training was distributed and discussed. After discussion, it was decided that the focus of the document should be on industry training rather than replicate the information on proficiency tests and assessment of prior learning, although links to the information could be included.