

**Deans' Council**  
**Tuesday, December 11, 2001**  
**8:30 – 10:00 a.m.**  
**MINUTES**

Present: Kevin Alexander, Barbara Chapman, Laurie Chesley, Richard Cochran, Greg Frazer, Bruce Forintos, Don Green, Sue Hammersmith, Ian Mathison, Chuck Matrosic, Dave Nicol, Tom Oldfield, Bill Potter, Al Uniacke

Handouts: Agenda  
FrontPage Web Training Initiative for College of Technology  
Minor Capital Request Timelines  
Craig Westman note regarding Residency Question

### **1. Transcripts**

Tom Oldfield talked with the deans about recalculating the GPA for students changing from one program to another. Federal Aid regulations prohibit excluding courses from the cumulative grade point average for a student.

### **2. Dual Enrollment**

Tom Oldfield talked about students transferring to Ferris State from community colleges. Their transcripts from the community college are being entered on the system in the Financial Aid area. There are approximately 300 of these students. This should be an academic affairs responsibility. Tom Oldfield will talk to Ronnie Higgs, and Tom will meet with Bill Potter to discuss how this change in procedure will be implemented. There was discussion on this information being entered at the off campus sites. If the transfer equivalency screens are kept current, it could speed up the process for a prospective student transferring from a community college to see how much of their credit will transfer to Ferris. The deans also discussed that a course substitution needs to be approved at the college level.

### **3. Deans Input - FSU Mission and Vision Statements**

Al Uniacke reviewed the current Ferris Mission statements with the deans. He talked about the need to review and revise the Mission and Vision statements. He said these statements were written six years ago, and in that time we have merged with Kendall. He asked the deans to review and give him their input on the new mission statement. He would like to have this feedback before we leave for break. This will be on the next Deans' Council agenda

### **4. College Websites - Dean Pages**

Dr. Sederburg would like to have a link on the Ferris State University web pages for people outside the university to utilize to contact the correct person here on campus for additional information.

Richard Cochran shared with the Deans' Council the plan for Web Training Initiative for the College of Technology. He outlined the plans for the workshops that will be offered to faculty in the college. Chuck Matrosic said they plan to have one or two faculty from each program receive FrontPage Web Training. The faculty would have basic training to prepare a template of information that can then be forwarded to the individuals within their college who will be responsible for inputting this program information on the college web page.

Sue Hammersmith asked for better guidelines and standards and directions for finding information on the Ferris State University web page.

#### **5. Dean's Feedback on COT Dean Candidates**

Dr. Chapman reminded the deans to give her their feedback on the candidates who are brought to campus for the College of Technology, Dean's position. The next candidate will meet with the deans on Tuesday, December 18, 2002 at 8:15 a.m.

#### **4. Sabbatical Leave Policies & Other Contract Issues**

Dr. Chapman said the applications for sabbatical leave were due to the college committee October 15, 2001 along with a copy to the department. The applicant needs to consult with the department head in advance of developing the proposal for sabbatical leave. The proposal is to include how the department will manage the absence of the faculty member if the sabbatical leave proposal is approved.

#### **5. Web CT Support - Status**

Dr. Chapman said the server for the WebCt is being moved to the server farm. The support for this server will be provided by IS&T. Dr. Chapman said we are talking to organizations about contracting outside support for a help desk. The costs are based on the number of students per semester for distance learning. We need to think through the level of support we need for this operation to work for us. Laurie Chesley will be working with Bruce Forintos and Richard Cochran on this plan.

#### **6. Due Dates/Deadlines**

Dr. Chapman reminded the deans to check this information so they are able to meet the deadlines for projects as noted on this listing.

#### **7. Other**

- Residency requirements for degrees. We have operated on the policy of requiring 30 credits for associate and bachelor degrees. Dr. Chapman distributed a copy of a note from Craig Westman outlining the required degree residency hours for associate degrees at community colleges and universities in Michigan. Dr. Chapman asked the deans to review this and give her their recommendation for residency requirements. Also, we need to look at required coursework within a major. It is expected that the last credits of the degree will be Ferris State University credits.

- Minor Caps - The information for this is now on the Ferris State University web site. This information is due to Academic Affairs January 25, 2002.