

Deans' Council
Tuesday, October 23, 2001
8:30 – 10:00 a.m.
MINUTES

Present: Kevin Alexander, Barbara Chapman, Laurie Chesley, Richard Cochran, Bruce Forintos, Sue Hammersmith, Michelle Johnston, Ian Mathison, Chuck Matrosic, Dave Nicol, Tom Oldfield, Steve Perialas, Bill Potter

Handouts: Agenda
Michigan Education Association letter dated 10/1/2001 from Arch Lewis to Barbara Chapman; Barbara Chapman's response to Arch Lewis dated 10/22/2001
Advisor Orientation, Training and Ongoing Support: a Status Report
Academic Honors Convocation - survey results
Academic Honors Convocation - Cumulative GPA Analysis

1. Announcement

Dr. Chapman announced that Nancy Cooley is leaving Ferris at the end of November. She will be Academic Affairs Director for the State Council for Higher Education in Virginia. We will plan to have a Deans' Council luncheon prior to her leaving.

2. Student Progress and Retention

Dr. Chapman distributed copies of the letter from Arch Lewis from the Michigan Education Association about grading and student attendance policies. She also distributed a copy of her response to his letter. There was a discussion about the problems some faculty are experiencing entering grades via the web for faculty. The problem has been identified, and the protocol for faculty to follow so they can gain access to the Web for Faculty system has been developed. The faculty experiencing problems with Web for Faculty are to contact their local computer consortia for assistance.

Tom Oldfield will check with the Registrar to see if students and advisors will receive these midterm grades in the mail, or if they will only receive the grades via the web.

Dr. Chapman reminded the deans that the faculty must turn in a copy of their course syllabus to their department and a copy is to be kept on file.

3. Status of Advisor Orientation, Training and Ongoing Support - Barbara Chapman and Bill Potter

Dr. Chapman talked about the importance of students receiving good advising so they are assured of meeting all their graduation requirements.

Dr. Potter talked about the importance of a faculty advisor in working with students. The Center for Teaching Learning and Faculty Development has training sessions for new faculty advisors. The Educational Career Counseling Center produces and updates the Advising Handbook and distributes this to faculty advisers. Bruce Forintos asked if they

would be willing to work with University Center for Extended Learning in developing a book for off campus.

Deans' Council discussed how the faculty advising training could be improved, i.e. by offering the sessions during Faculty Week prior to the start of Fall Semester. They also discussed the possibility of this being tied to the Post-Tenure Review process.

4. Efficiency in Course Offerings

Dr. Chapman said we must review the current course offerings when proposing to add a new course. We also must review how often we offer a course: every semester, once per year, every other year, or offering the course on demand. The new University Curriculum Manual requires that a new course be offered for a specific semester rather than being offered on demand.

We have requested a low enrollment report that will include the approved max enrollment for each course.

Dr. Chapman also suggested reviewing check sheet design. Both the Colleges of Arts & Sciences and Business have changed their check sheets to list the required courses for a program rather than including the four-year class schedule plan.

5. FY 02 and FY 03 Budget Status Updates

The President will meet with the Vice Presidents on budget. Hopefully they will have an update from the State on Ferris State University funding.

6. Identification of Division-Wide Initiatives with Potential for External Grant Support

Al Uniacke has been asked to identify some external grant support opportunities, i.e., adjunct faculty recruiting training, computer based outcomes assessment, training faculty for distance learning, career decision making and workforce development. He will develop a database for this information.

7. CTLFD Search Update

Laurie Chesley reported the CTLFD Search Committee is meeting next Monday. The committee will review the applicant files to determine whom they will invite for telephone interviews.

8. Career Institute - Faculty Fellow Proposal

Dr. Chapman announced that Sue Hammersmith, Chuck Matrosic and Don Green would work with Dan Hurley on the Career Institute - Faculty Fellow Proposal. Before this is finalized, the Deans' Council will review it.

9. Other

- Laurie Chesley reported that some of the new faculty are not able to attend the new faculty training sessions that are scheduled every other

Thursday at 11:00 due to conflicts with department and program meetings. She asked the deans to remind their department heads that the 11:00 a.m. time on Tuesday is reserved for specific college, department, university and committee meetings. The Thursday 11:00 hour is set aside for faculty development and Center for Teaching, Learning and Faculty Development activities.

- Tom Oldfield said the Post-Tenure Review survey has been sent to evaluators and faculty. He asked the deans to remind people of the need to complete and return these to Institutional Research and Testing.