

Deans' Council
Tuesday, October 16, 2001
8:30 – 10:00 a.m.
MINUTES

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

Guest: President Sederburg, Dan Hurley, Jim Thorp

Handouts: Agenda
Career Institute for Education and Workforce Development - Organizational Framework
Career Institute for Education and Workforce Development - Mission Statement
Draft Proposal - Fellows Program Career Institute for Education and Workforce Development
Advisor Orientation, Training and Ongoing Support: A Status Report

1. National Career Institute - President Sederburg, Dan Hurley, Jim Thorp

President Sederburg, Dan Hurley and Jim Thorp were invited to Deans' Council to talk about the National Career Institute. Dr. Sederburg outlined the purpose of the Institute. He requested that the deans' provide feedback and input on this proposal. He outlined the organizational framework of the Career Institute for Education and Workforce Development at Ferris State University.

Dan Hurley reviewed the draft proposal for the Fellows Program - Career Institute for Education and Workforce Development. He reviewed the purpose of the Institute, which is to cultivate career and workforce development experts internal and external to Ferris State University. He discussed the program objectives from the fellows' perspective and the program objectives from the Career Institute/FSU perspective. It was suggested that the Institute could award four fellowships/year that will serve a period of two years with a stipend of \$2,000 to be paid annually. Dr. Chapman believes we have a number of faculty on campus that could participate in this.

There was discussion about whether the dollar award would be enough to attract faculty to participate in the institute. The deans believe the award should be raised to \$5,000 to 7,500 range. Chuck Matrosic suggested they have a fellow for each college.

Dr. Sederburg asked for one or two deans to work with Dan Hurley and Jim Thorp to review the document. Dr. Chapman asked the deans to let her know if they are interested in this project.

2. Exit Interviews for Faculty Leaving Ferris

Dr. Chapman discussed the possibility of conducting exit interviews with faculty when they leave Ferris either through retirement or resignation. Human Resources conducts an exit interview regarding benefits, but there isn't a formal exit interview with faculty. It was suggested that Institutional Research and Testing do a survey of those who leave

the university. It was recommended that the survey results will be tabulated once a year, and the individual survey would not be reviewed by anyone from Academic Affairs.

3. Communications from Deans' Council to Departments to Faculty/Staff

Dr. Chapman said we assume the information that is shared in Deans' Council is conveyed to the department heads and chairs. There have been recent instances where announcements were made here, but the word may not have reached the department faculty, i.e. the decision to not publish schedule books.

4. Status Update: Admissions Task Force Recommendations

We need to determine how we can monitor the competencies for Reading, Math, and English with the changes that have been made to the admission standards. Sue Hammersmith said we can do analysis at this point in time to see how we measure against the standards. Kristen Salomonson and Kathy Fisher will be asked to prepare a focus report for this.

5. Search Update

College of Technology, Dean - Greg Frazer reported they are screening the applicants and hope to forward the list of candidates to Dr. Chapman after their meeting later today.

Grant Director - They will wait until after the first of the year to reopen this search. Al Uniacke will lead this area in the interim.

Center for Teaching Learning and Faculty Development - Laurie Chesley said they have about 38 applications. The committee will meet next Monday to review the candidates.

6. Other

- Dr. Chapman said Stan Dinius will send a campus-wide note later today regarding a mail-screening checklist for employees.
- Office for Academic Affairs has received 8 requests for VRIP's from faculty. The last date to apply for a VRIP is November 1, 2001.
- Dr. Chapman reviewed the items on the agenda for the Board of Trustees meeting this Friday. She also reviewed the agendas for the Academic Affairs/Student Affairs Committee and Finance Committee meetings for the Board of Trustees scheduled for November 7, 2001. The items include articulation agreements with schools in Canada, Kuwait, France and Liechtenstein.
- Mindy Britton will contact the deans' secretaries to schedule a time for Dr. Chapman and the President to meet with the colleges to give a campus update. Once these are scheduled, a memo will be sent to faculty and staff announcing these open meetings.

- Kristen Salomonson has agreed to provide enrollment and graduation data for the Administrative Program Review. They do need a little time to prepare the data, and should have the information to the colleges by December 7, 2001. The entire report is due back by December 14, 2001 to the Vice President for Academic Affairs.
- The Summer University will be held June 3 - 6, 2002. It is hoped that by holding the summer university earlier in the summer, there will be fewer conflicts with faculty/staff vacation schedules.
- Dr. Chapman gave the Deans' Council copies of Dr. Potter's report on Advisor Orientation, Training and Ongoing Support: A Status Report. She asked the deans to review, and be prepared to discuss it at the next Deans' Council.
- Curriculum Procedures Manual. Tom Oldfield said the University Curriculum Committee members have received training on the new procedures. The members will be the contact/resource person for their college.
- Tom Oldfield said the electronic version of the schedule book will be available to print off as a PDF file. He also said they are working on a feature that will allow students who are scheduling their classes for the next semester to download information they need so they can develop their schedule more easily. Hopefully this will be ready by the time early registration starts for winter semester.
- Tom Oldfield said the on-course audit system has been shut down. Kathy Fisher will send a note informing the campus of the situation and identifying their plan to get the system up and running.
- Tom Oldfield reported the surveys for Post-tenure Review will be sent by Institutional Research and Testing to administrators and faculty this week.
- There are new criteria for Race, Ethnicity and Gender courses for General Education. There are now 22 courses that meet the criteria. This is not a complete listing of the REG courses.
- Tom Oldfield distributed copies of the Program Cost Books to the deans.
- Sue Hammersmith asked if the Lotus Notes distribution lists are up-to-date. Richard Cochran said the college will have to work with Ken Verrill on updating these distribution lists.