

Deans' Council
Tuesday, September 25, 2001
8:30 – 10:00 a.m.
MINUTES

Present: Barbara Chapman, Kevin Alexander, Laurie Chesley, Richard Cochran, Nancy Cooley, Greg Frazer, Sue Hammersmith, Don Green, Chuck Matrosic, Dave Nicol, Tom Oldfield, Deb Thalner, Al Uniacke

Handouts: Agenda
MDCD letter re: Research Opportunities for University Students

1. Academic Affairs Planning Priorities

Dr. Chapman distributed a copy of the DRAFT for Academic Affairs Division Planning Priorities, FY 2003 - 2005. She highlighted in bold the statements for emphasis. Additions are noted in italics.

Dr. Chapman asked for comments and suggestions for the document from the Deans' Council. She plans to have this document out this week to launch the planning process.

Sue Hammersmith suggested a word change on Goal 2, item 2: Integrate outcomes assessment into the planning process. Dr. Chapman said this statement is from the academic plan, but this statement could be added in italics.

2. Planning Process

The Planning Handbook for the 2003-2005 Planning Horizon was distributed to everyone present. She noted the emphasis in the President's Planning Statement would be on operational efficiencies in the next fiscal year and how units can fill unused capacity with respect to all of their resources.

Mindy will check with Dan Hurley to see when the template will be available for use on the intranet. Dr. Chapman asked the colleges to note any additional resources, whether it requires new base dollars or one-time allocation from within a unit to fund the initiative. Resource requirements are a needed piece of information for prioritization of Academic Affairs initiatives.

Technology plans/requests should be part of the college plan and the college is to coordinate this with the computer consortia.

Dr. Chapman will send additional information on what she would like included in the narrative. She would like to see the accomplishments from last year's plan along with objectives and plans for the next three years.

3. NCS Forms - Costs/Charges - Tom Oldfield

Dr. Chapman sent a note to the Deans' Council asking for examples from the last two years where costs that had been born by another unit have now been passed to the colleges.

The deans discussed their options for the NCS forms provided by the Institutional Research and Testing Office. Tom Oldfield has talked with Kristen Salomonson about this. Academic Affairs will purchase a supply of the whole NCS sheets. These will be stored in Institutional Research and Testing Office, and they will maintain an inventory of the sheets for us, so we will be able to track usage of the NCS forms.

4. Intellectual Property Rights - Al Uniacke

Al Uniacke has been working with Miles Postma and two faculty on Intellectual Property Rights Agreements for work they are doing while on Sabbatical Leave.

They will develop a statement in the Sabbatical Leave Policy addressing Intellectual Property Rights along with a in the Sabbatical Leave application for Intellectual Property Rights.

5. Program Scholarship Efforts in CAHS - Greg Frazer

Greg Frazer talked about a program that is being implemented in the College of Allied Health Sciences. The program involves faculty and staff approaching employers of their program graduates and asking them to consider supporting a full 2-year scholarship for students who will agree to work for them for a specified period of time after they graduate from Ferris State University. The institution comes to campus to recruit students who apply for the scholarship. Allied Health Sciences verifies the student is in good standing, but they do not give them the transcript for the students applying for the scholarship.

Greg Frazer is visiting University of Michigan Hospitals to discuss this program with them. He said initially the Clinical Coordinator contacts the clinic/hospital, after this contact is made, Greg works with them about the process. Greg said that because of the quality of our students, there is a demand for our graduates in Allied Health Sciences.

Dr. Chapman believes this type of program could be used in other colleges on campus.

6. Department Chair Responsibilities and Supervisor of Clerical/Support

The question of whether faculty serving as department chairs can evaluate clerical staff that they supervise was asked. According to Denise Barowicz, as long as the person is not supervising someone in their own bargaining unit, they can evaluate the clerical person. Denise also stated that FFA bargaining unit members serving as department chairs cannot evaluate other FFA members.

7. Other

Tom Oldfield reminded the deans that starting with the Summer/Fall schedule, the schedule would be posted on the Web for Students. There will be some printed copies. This will allow the Registrar to delay the date that department course schedules are due in the Registrar's Office. Dr. Chapman asked how this would affect the off-campus students. UCEL does print their own schedule book for off-campus students.

Dr. Chapman gave the Deans' Council copies of a letter from the Michigan Department of Career Development about research opportunities for undergraduate and graduate students.

Deb Thalner said they have hired Nancy Reddy to work with the military program in UCEL. She will start on campus October 1st. Enid Carlson Nagel will work as temporary project manager with distributed learning initiatives.

Dr. Chapman reviewed the policies for students, faculty and staff who may be called up for active duty in the military with the deans' council. Sue Hammersmith said the incomplete policy could be used by faculty in determining if a student will receive a grade for a class, or be allowed to withdraw from a class. She said we do not want faculty to give "I" grades to students who may be called for active duty.

Tom Oldfield gave the deans' council the brochure for the Trends in Occupational Studies Conference. This will be held November 1 and 2, 2001 at the Grand Traverse Resort.

Dr. Chapman discussed the Lilly Conference that was held last Friday and Saturday. She believes the people who participated found it to be very informative and a good learning experience.

Tom Oldfield received a request from the Registrar's Office to remind the colleges to follow the established scheduling matrix when developing their class schedules. If an area does not follow the approved matrix, then it is difficult for students to schedule classes, and it is difficult to make the best use of the classrooms on campus.