

Deans' Council Meeting
Tuesday, June 12, 2001
Minutes

Present: Barbara Chapman, Tom Oldfield, Doug Haneline, Al Uniacke, Steve Perialas, Nancy Cooley, Bob Marsh, Deb Thalner, Sue Hammersmith, Ian Mathison, Richard Cochran, Bill Potter, Jim Maas, Kevin Alexander

Handouts: Agenda
DRAFT Academic Affairs Policy - University Catalog
DRAFT Memo - Student Progress and Retention
Academic Affairs/Student Affairs Committee Agenda for June 13
Finance Committee Agenda for June 13
Proposed Academic Senate Meeting Dates

Dr. Chapman informed Deans' Council members that she had received a note from Donald Green, candidate for the position of Dean of the College of Professional and Technological Studies in which he passed along his thanks to the deans for meeting with him.

1. Preparation for Budget Allocations for Next Year

Dr. Chapman reviewed the status of next year's budget and indicated that no base budget increase is expected for Academic Affairs, other than approved planning initiatives. She reviewed the budget report that will be shared with the Board's Finance Committee on June 13.

Tom Oldfield asked deans to review the May 31st budget roll-ups and update the list of carry forward projections from the March budget meetings, as well as identify uses for any carry forward dollars. He noted that some units have significant carry forward balances and there must be good justification for use of those dollars. In past years, some deans have transferred recruiting into S&E, but because of increased hiring activity, it's important that the recruiting dollars stay in the recruiting budgets. Please forward this information to Tom no later than 5 p.m., Friday, June 15.

In addition, Tom requested an update of projected one-time S&E and SupFac needs for next year, along with rationale. Deans were asked to forward the information to Tom no later than 5 p.m., Wednesday, June 20.

2. Plans for Academic Affairs Division Day at Summer University

Tom Oldfield reported that deans were asked to vote on suggested topics for Academic Affairs Division Day at Summer University. The top three topics include: Panel Discussion on Data Task Force Findings; Interpreting and Understanding the Productivity Report and Program Costing; and, Handling Student Complaints. Deans were asked to submit any other ideas to Tom ASAP.

3. Online and Print Catalog – Plans, Roles, Responsibilities

Tom Oldfield distributed draft copies of the Academic Affairs Policy Letter on University Catalog which indicates that the Vice President for Academic Affairs (or designee) has oversight responsibilities for the production and maintenance of the University Catalog. Tom and Mindy are working directly with Ted Halm in University Advancement and Marketing to revise the web version of the catalog into a database. In short, the web version will consist of program sheets with links to colleges, course descriptions and other information. New programs will be added to the Web catalog as they are fully approved, but other updates will occur only once or twice per year. A hard copy of the catalog will be produced once per year. Plans are underway to produce the University viewbook and catalog on a CD for distribution. More information on specific updating procedures will be sent to the college catalog liaisons, once the procedures are fully developed.

4. Discussion of Draft and Distribution Plan for Memo to Faculty regarding Student Progress and Retention

Doug Haneline distributed and reviewed draft copies of a memo regarding student progress and retention. Extensive discussion was held on the second bullet regarding midterm grade calculations. Deans suggested that warning letters be sent with an actual midterm grade identified, so students have a better understanding of their status in a class. The current process includes issuing a warning if a student's grade is within the C- to F range. The issue needs to be reviewed more thoroughly with the second bullet being re-written.

5. Content to be included in Letters of Offer for New Faculty

Dr. Chapman reminded deans that the following items should be included in letters of offer to faculty:

- Duties
- Expectation to participate in faculty mentoring programs
- Instruction may include weekend, evening and off-campus classes
- Expectation that the faculty member would participate in significant academic events (e.g., graduation)

Dr. Chapman will send a reminder memo to deans, along with boilerplate language to use.

6. Moving Expenses for New Faculty

Dr. Chapman noted that she was aware of two recent instances where new faculty have been reimbursed for moving expenses per Business Policy Letter #1999:02. New faculty are rarely reimbursed for moving expenses based on limited resource. She asked deans to exercise caution in recommending reimbursement and reminded them that her approval is required per the policy.

7. Administrative Merit Recommendations

Dr. Chapman noted that administrative merit recommendations were forwarded to the President last Friday. She was able to forward all but one of the deans' recommendations.

8. June 13 Board of Trustees Committee Agenda

Dr. Chapman distributed and reviewed the agendas for the June 13 Board of Trustees Committee meetings.

9. Advisor Training

Bill Potter has been meeting with Terry Doyle and Henryk Marcinkiewicz on advisor training and he updated deans on some suggested training. Training goals include an ongoing advisor training system.

10. Academic Senate Dates

Dr. Chapman distributed a list of proposed Academic Senate meeting dates for 2001-2002. Additional dates are proposed for carryover agenda items from the regularly scheduled meetings. The dates will be finalized at the Academic Senate retreat later this summer.

11. Assessment of Post Tenure Review

Dr. Chapman has talked with the Academic Senate E-Board regarding a group to work on developing a plan for assessing the post-tenure review process. This year will be the last year for this cohort. The review group would be comprised of three faculty and three academic administrators and one from the Academic Affairs office. She has asked Cindy Konrad to identify three faculty. Dr. Chapman would also like to name a dean, associate/assistant dean and a department head. Please let her know of suggested names.

12. Deans' Council Retreat

Al Uniacke is working on scheduling a Deans' Council retreat in September.

13. Other

Deb Thalner noted that TTC is currently updating their web pages including topics on non-credit training. The list of topics also has links back to specific degree programs in colleges. The web pages will go live in July, but can be viewed now at <http://www.ttc.ferris.edu/future>.