

Deans' Council
Tuesday, September 19, 2000
Minutes

Present: Barbara Chapman, Doug Haneline, Al Uniacke, Tom Crandell, George Waldheim, Michelle Johnston, Jim Maas, Ian Mathison, Richard Cochran, Greg Frazer, Sue Hammersmith, Bill Potter, Tom Oldfield, Kevin Alexander

Handouts: Agenda
Web Development Assignments
CONFIDENTIAL – Academic Affairs Priorities FY 02 DRAFT
Deans' Council Retreat Work Group Notes

1. Web Content Coordinators and Developers for Academic Units – Cochran

Richard Cochran continued discussion from the previous Deans' Council meeting regarding the roles and responsibilities of Web Content Coordinators and Web Content Developers. The deans discussed whether stipends, release time, etc., would be available. It was suggested that the role of Web Content Coordinators could be included in the duties of program coordinators. After further discussion, Dr. Chapman requested that the deans identify coordinators and developers so training, etc. can take place in order to better view the scope of the project. Then the project can be evaluated for possible outsourcing. Names should be sent to Richard Cochran and Barbara Chapman by October 6.

Richard noted that Ted Halm is working on website templates and that Campus Pipeline will be included in the web updates by units. Dr. Chapman encouraged deans to go out and look at the Campus Pipeline website, and Dean Mathison encouraged them to have Jerena Keys give her presentation at department meetings. Richard Cochran also indicated his willingness to attend college/department meetings.

2. Internet Course Offerings and Designation – Oldfield

Tom Oldfield noted that questions had been raised on tracking Internet courses. Currently, there are three different ways to track Internet courses, but he's working with the appropriate areas to identify one designation. He will let the deans know when the process is completed.

3. Guidelines for Faculty Grant Development Fund – Oldfield

The deans were asked to review the guidelines for the Faculty Grant Development Fund. "Summer stipend" will be included under item #1. The application form will include a signature line for the dean and department head. The guidelines apply only to faculty.

4. Follow-Up from Deans' Council Retreat

Al Uniacke distributed a draft, confidential list of Academic Affairs Priorities and asked the deans to review. Dr. Chapman will be reviewing the document with the President at the end of the week.

Richard Cochran noted that resource managers are conducting a census on all campus computers that require updating for installation of Office 2000. An order for memory upgrades, etc., will be going to Dell in October. The President will provide funding from ITEM dollars to address the need. Equipment dollars from Academic Affairs will not be released for computers if it can be funded through the President's initiative. It was noted that the President would fund the costs of switches in Johnson, Bishop and Swann.

5. Agendas for Finance and Academic Affairs/Student Affairs

Dr. Chapman reviewed the agendas for the Board Finance and Academic Affairs/Student Affairs Committee meetings:

Finance (meeting held September 18) - supported the Michigan Police Corps Grant of \$2.3 million; reviewed general fund operating budget; endorsed the National Student Exchange agreement; reviewed campus master plan.

Academic Affairs/Student Affairs (meeting to be held September 20) – charter school items; Enschede agreement; informational update on FSU-GR and workplan.

Dr. Chapman suggested that it would be worthwhile for deans to attend the meetings of the Academic Affairs/Student Affairs Committee if they're available. The next meeting is scheduled for November 1.

6. Post Tenure Review – Standard Evaluation Report and Format for Goals and Objectives

Dr. Chapman indicated that she would like to hold an evaluator training workshop again this year and has met with Warren Hills to discuss possible training. Those who actually perform the evaluation should attend the training. A sample Post Tenure Review Report form was distributed. She noted that evaluator comments should be included this year. Also, a line for the dean's signature will be included if the dean is not the evaluator.

Copies of a draft Professional Development Plan were also distributed. Each faculty being reviewed needs to include objectives and outcomes, not just goals.

Doug Haneline is developing a post tenure review handbook.

7. Other Items

Doug Haneline noted that there will be campus-wide open discussions regarding the extranet white paper. Dates are October 12 at 11 a.m. in the West Campus Community Center; and, October 24 at 11 a.m. in the President's Room (RC 308). Notices will be sent over campus -wide Lotus Notes.

Several colleges submitted requests for supplemental faculty and S&E, based on increased numbers of courses offered this semester. The President has provided some additional one-time dollars to partially fund the increased expenses. More information will be forwarded in the next several days. In addition to the \$50,000 student wage that has been already been distributed, the President also provided increased funding for student wages. Distribution of these funds was based on requests received earlier.

Dr. Chapman noted that a few faculty equity adjustments were made in January/February because of obvious inequity. Since that time, a few others have been adjusted. Market adjustments for Pharmacy faculty salaries were made and funded through Pharm.D. tuition. Similar types of market adjustments have been made in Education and Technology.

Dr. Chapman indicated that she's initiated the process for preliminary notice of retrenchment for faculty in the College of Allied Health Sciences. The notice was sent to the faculty union president as part of the process outlined in the FSU-FFA Agreement.

Doug Haneline asked deans to check with Karen Kirk before inviting anyone to make sure duplicate invitations for the Ferris Foundation dinner/dance are not sent.

Doug Haneline noted that updated assessment plans from each program are due November 3. Copies of the 1997-98 assessment plans were sent to program coordinators yesterday.

Michelle Johnston noted the College of Education and Human Services has received notice of approval for the Eisenhower Grant on literacy. The grant will be used to develop model syllabi for early reading instruction.

Dr. Chapman noted that the Finance Committee did endorse a number of capital improvement projects, including renovation of the College of Arts and Sciences' greenhouse.

Dean Mathison reported that the College of Pharmacy has received a grant of \$65,000 from the Institute for the Advancement of Community Pharmacy to establish a community pharmacy residency-training program. Pfizer, Inc. has donated another \$30,000 to assist with the grant. In addition, Meijer Inc. will contribute pharmacists' time to assist with the training program, which equates to approximately \$15,000-\$20,000 in kind.

It was noted that the hiring process has been awarded the National Colleges and Universities Personnel Association (CUPA) SCT Technology Award. Mindy Britton and Jimmie Rodgers, co-chairs of the hiring process committee and Adam Wetherell and Dale Hobart, who were instrumental in the development of the web forms, will be traveling to Nashville, TN in October to accept the award. The award includes a \$3,000 endowment/scholarship to Ferris State University.

Doug Haneline noted that the Lilly Endowment, an Indiana-based foundation, sponsors conferences on teaching and learning around the United States. They and CTLFD Director Henryk Marcinkiewicz and Carole Kamp of UCEL have been working on a "Lilly-North" conference to be held on 9/21-22/01 at FSU-Big Rapids. President Sederburg will be the keynote speaker, and Richard Cochran will be a featured speaker.