

Deans' Council
Tuesday, August 29, 2000
Minutes

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

Handouts: Agenda
Draft Business Policy Letter - Ferris Website Policy
Proposed Web Development Structure
Responsibilities Suggested by Several FSU Web-Related Initiatives

Dr. Chapman informed Deans' Council that Nancy Cooley was scheduled for back surgery today and would be out of the office for the next several weeks. Michelle Johnston will be in charge during Dean Cooley's absence.

1. Enrollments, Staffing, Meeting Student Needs

Dr. Chapman asked Deans' Council members to each give a brief update on their college's first day of class.

Doug Haneline asked deans to forward to him any of their faculty's comments regarding the bookstore and its services.

Optometry - Dean Alexander noted that the classroom remodeling project is 75% completed, and the students appreciated the changes. The project will not be completed until the end of September. Class size was increased by 2 this year.

Education and Human Services - Michelle Johnston reported that according to Mary Cline, educational counselor, this is the best start to the school year she has witnessed. University College has provided great assistance, as well as the College of Arts and Sciences. She indicated that there is a problem with the Elementary Education designator in the SIS system. She will contact the Registrar's Office regarding the problem.

Arts and Sciences - Dean Hammersmith indicated that her college's department heads have done a great job in managing and coordinating all the sections required for incoming students. The math department is operating with two double overloads. The college has specific SUPFAC and S&E needs, which will be communicated to Tom Oldfield. Psychology also has a problem with a SIS designator.

Technology - Dean Waldheim noted that college enrollments are up by over 80 students. Section sizes in manufacturing increased, with faculty in that program teaching an overload. The welding and rubber programs are full.

Business - Acting Dean Maas reported that their college's numbers increased. He noted that it was the best late registration the college has had in some time. Thanks to the College of Art and Sciences, registration, etc., went relatively smoothly.

UCEL - Dean Forintos noted that off-campus enrollment was at 80% of targeted goal as of last Friday. A cohort of 39 nursing students was completed this summer, with a new cohort beginning Winter Semester. Until then, there will be a slight lag in off-campus enrollment.

Pharmacy - Dean Mathison reported an enrollment of 120 new students as predicted. The male/female ratio is 69%/31%.

FSU-GR - Paul Prins noted that enrollment figures are where they were at the end of Fall Semester last year. Kendall's enrollment is up and doing well. He indicated that this has been the best year ever as far as bookstore service and textbooks.

Library - Richard Cochran is thankful for the increase in student enrollment – they're coming to the library! Over 100 orientation sessions are scheduled. Everyone is asking about FLITE.

Allied Health Sciences - Dean Frazer indicated that college enrollments are where they were predicted. Enrollments in Opticianry and Medical Technology are low, while there are small increases in Radiography. The college staff report a big improvement in tracking those whose schedules were dropped on Friday. Staff were able to contact 100% of those students.

University College - Dean Potter reported that enrollment is up 150 students from last year – mostly in CARE. Collegiate Skills students have been better screened than in past years.

Tom Oldfield noted that there are 75 new international students.

2. Kick-Off Week Comments

Comments heard from faculty include it's exciting and so much is going on. Some faculty are feeling a little overwhelmed because there are so many opportunities. New faculty were particularly pleased with the opportunities.

Doug Haneline noted that David Hoekema commented that he associated FSU with faculty strikes, alcohol poisoning and fiscal restructuring. Mr. Hoekema was pleasantly surprised by the campus and was impressed by the faculty.

3. Funding for Student Wages

Tom Oldfield indicated he received an overwhelming response from the deans - he received requests for \$130,000 in student wage and only \$51,000 was available for distribution. Those monies have been distributed to those colleges whose requests had the greatest impact on students.

4. NCA Self-Study Draft Report

Tom Oldfield noted that the deans should have received copies of the NCA Self-Study Draft Report. It's also available on the Intranet. He asked deans to return comments,

suggestions, etc. by Sept. 30. The Kendall section is being reviewed by their faculty and will be merged into the report.

5. Curriculum Review and Development Task Force Recommendations

Dr. Chapman noted that most deans were at the Senate retreat and heard the discussion regarding the Curriculum Review and Development Task Force Recommendations. She is interested in the deans' thoughts on that discussion. Comments included:

- A major change such as this needs adequate discussion - it can't be rushed.
- The recommendations require that an entire department must vote on a new curriculum. Does this apply to multi-disciplinary departments?
- Inputs on certificate process chart – do all these steps have to be followed if the courses already exist? Is the intent for a brand new certificate with new courses? It was suggested that maybe just the need should be demonstrated.
- There was concern expressed about UCC sending back a proposal to the department for modifications, which bypasses the dean. The dean should be included.

Dr. Chapman indicated that she would like colleges to begin using the *Preliminary Curriculum Proposal Form*. Some modifications should be made including: add target date; item #8 – include source; add a new #9 - "Briefly describe student interest demand including sources"; item #13 – enrollment info included.

She also suggests combining Appendix C and H with modifications including “has this been discussed with UCEL”. The form needs to identify between program, degree, major, etc. Timeline requirements should be added next to signature lines.

Dr. Chapman noted the need to work on the UCC reporting format so that it more closely aligns with the reporting format for the Academic Affairs/Student Affairs Committee, Board of Trustees, and Presidents Council. Right now, reports need to be rewritten for the various committees.

She said that the process needs to be piloted soon. The process is not totally electronic at this point, but forms can be sent as e-mail attachments. The UCC is reviewing the process and will comment soon.

6. Draft Guidelines for Requesting Funds to Facilitate Grant Writing

The Division of Academic Affairs received \$50,000 in one-time initiative money to facilitate grant writing. Tamsey Andrews is working on draft guidelines to request those funds. A copy of the draft will be distributed at the next meeting.

7. Technology Update – Cochran

Richard Cochran distributed copies of the draft Business Policy Letter - Ferris Website Policy. He noted that CDs have been ordered for computer programs (software) to be distributed to students as a part of the new computer technology fee. Distribution sites need to be identified for UCEL and FSU-GR students.

Dean Cochran reviewed the Web Development Structure and the website policy with Deans' Council members.

Each unit will need to identify Web Content Developers, with training to be provided – a list of skills are listed on page 9 of the *Responsibilities Suggested by Several FSU Web-Related Initiatives* document.

He indicated that the next steps include the deans thinking of a plan for communication on the web. Then, deans should consider current employees who can serve as Web Content Coordinators and Web Content Developers. Campus Pipeline will be incorporated into the whole process. Dr. Chapman noted that the President is adamant that no new employees will be hired to accomplish the web update. Deans asked if the work could be outsourced. Considerable discussion followed regarding the website updates, the web development structure and costs to the units.

8. Other

Dr. Chapman noted that it's been finalized that non-bargaining unit members' salary will be increased 3% as of October 1.

Summer University will occur again next year, but will probably be a 3-day format scheduled for July 30, 31 and August 1. There is some possibility of a 4th day for a division or college-specific format.

9. Assessment Plan Updates

Doug Haneline noted that a copy of assessment plans will be sent out to programs for them to update.