

Ferris State University

Deans' Council
Tuesday, October 5, 1999
8:30-10:00 a.m.

Minutes

Present: Barbara Chapman, Jim Maas, George Waldheim, Bill Potter, Isabel Barnes, Bruce Forintos, Nancy Cooley, Al Lewis, Paul Prins, Steve Durst, Richard Cochran, Tom Oldfield, Sue Hammersmith

Absent: Doug Haneline

Handouts: Agenda
Information Items for October 5 Meeting
Revolutionary Strategy for the Knowledge Age

Dr. Chapman distributed a list of informational items from Doug Haneline, who was unable to attend Deans' Council this morning. The list included: Ferris Foundation Benefit Dinner; TLTR Conference; and Post-Tenure Review/Student Assessment of Instruction (SAI).

She noted that Ed Cory, Tamsey Andrews and Fred Swartz have volunteered for the SAI Steering Committee.

1. Post Tenure Review

Tom Oldfield has met with Warren Hills, who is excited about presenting evaluator training himself. Isabel Barnes, Charles Matrosic and John Thorp and Dr. Oldfield will meet with Warren to discuss the training. Training plans include small group case studies along with actual evaluation of a willing faculty participant. Tom indicated that he hoped training would be completed by the end of October.

2. NCA On Site Visit

Dr. Oldfield noted that NCA representatives will be here on Monday, October 25 for an on site visit based on our request for a change in institutional status (internet program delivery). The ISM program plans to deliver over half their courses via internet, which requires NCA's approval. An open session for all faculty is scheduled for 10:30 a.m. on October 25. The intent is to receive NCA approval for change in institutional status for internet delivery of all FSU courses.

3. NCA Self Study

The next NCA accreditation visit is scheduled for March 2001. The NCA Self Study Committee has been meeting this fall and divided into five criterion committees made up of co-chairs, a faculty member and an administrator. These committees have formed subcommittees to address the criterion assigned to them. They have copies of survey questionnaires used during the last NCA visit as well as status reports. If anyone would

like a list of the five criterion or an update on the recommendations, please let Tom know. He plans to have the Self-Study completed by December 2000. He will share committee membership lists with the deans when the lists are complete.

4. Newsletter

Dr. Chapman noted that a brief Academic Affairs newsletter would be delivered to Deans' Offices yet this week.

5. Deans Group to Review Advising of Off-Campus Students

Dr. Chapman would like to form a deans group to review advising off-campus students, an ongoing concern of deans. Some issues to be reviewed include: what are the students' needs; how are they being advised now; what are the problems; what are the alternatives. Bill Potter has agreed to convene a group. Suggested group members are Paul Prins, Bruce Forintos, Dick LaBarre (BUS), Sally Johnson (AHS). Deans Waldheim and Cooley will forward a name to represent their college to Dr. Potter. It was suggested that another committee be formed at a later date regarding services for off-campus students (placement, library, etc.).

6. Technology Update

Dean Cochran noted that the server for student e-mail has changed and updated Deans' Council members on the specifics. FSU's negotiated license charge with Lotus Notes was \$3/license x 12,000 licenses = \$36,000. Students don't necessarily use Lotus Notes – many have hotmail accounts. If FSU found a simpler e-mail solution for students, then FSU would pay less in Lotus Notes charges. Lotus Notes recently changed their normal pricing structure from \$45/license to \$4.50/license. FSU has reduced the number of licenses needed to 2,000, giving FSU a yearly fee of \$9,000 for Lotus Notes.

An e-mail system called Imail was begun for student use at the beginning of the semester. The system has been very stable, requires little maintenance and runs well on FSU's backbone. The cost for unlimited licenses is \$1,485. Some faculty may require their students to use Lotus Notes because of its "real world" usage. However, it appears that the University may save \$20,000/year in e-mail licensing.

Discussion was held on e-mail accounts for off-campus students. Dr. Cochran noted that Calla Dean is in charge of those accounts, but he will put together some info for deans to give to their off-campus students.

7. Off-Campus Non-Credit Offerings

Dr. Forintos is in the process of simplifying the pay scales, etc. and will bring a format back for Deans' Council review next week.

Dr. Forintos has met with Scott Schultz regarding the 6% fee for non-credit programs. Scott will be presenting a counter proposal in the next few days.

He noted that UCEL is also working on some policy recommendations, as well as a faculty handbook for off-campus. A distance learning policy is critical and he will be talking with faculty who have been using distance learning before drafting.

8. Academic Plan

The Academic Plan is now available on the intranet, along with extra hard copies in the deans' offices. If deans need more hard copies, please call Mindy.

Open Forums will be held on October 26 and 28 from 11-12:30 in IRC 002; and November 10 from 5-6:30 in NEC 203.

Dr. Chapman noted that she would like an opportunity to meet and discuss the Academic Plan with members of the Deans' Council. It will probably be scheduled for the morning of October 21.

9. Administrative Program Review

Dr. Chapman noted that Doug Haneline would be overseeing Administrative Program Review. Information will be sent soon. She reviewed the process for those unfamiliar with it. She would be interested in hearing from the deans on the benefits of Administrative Program Review, how it can work for them in planning, or other purposes for using the data.

10. Academic Senate Meeting Agenda

Deans were reminded of the Academic Senate meeting today at 10 a.m. The second reading and action on BS Integrative Studies, AAS in Accounting, BS New Media and Publishing, and BS Psychology are part of the agenda.

11. AA/SA Board Committee Meeting

Dr. Chapman is expecting a call from Tom Cook today on whether deans will be required to give presentations after the dinner on October 14.

12. Other Items

Reminder that the Job Fair is in session at the Holiday Inn all day today with a reception from 6-7:30.

Dr. Chapman noted that she asked Doug Haneline to attend a Council on Adult and Experiential Learning (CAEL) conference in November. She is willing to finance three others, preferably faculty. Those attending may be asked to serve on the steering committee for assessment of prior learning.

Deans were reminded of the going away lunch for Al Lewis at Louy's Bistro on Monday, October 11 at 12 noon.

Tom Oldfield noted that per University Advancement, the Grand Rapids Press has called regarding an article on adjunct faculty and they would like to talk with people who hire adjuncts. Suggested contacts are Roxanne Cullen, Isabel Barnes, Al Lewis.

Richard Cochran reminded deans about the Futures Conference speaker today at 11:30.

Carl Rowan, scheduled to speak October 16, has cancelled due to health problems.

Dr. Chapman distributed copies of *Revolutionary Strategy for the Knowledge Age*.