

Ferris State University

Deans' Council
Tuesday, September 28, 1999
8:00 – 10:45 a.m.

Minutes

Present: Barbara Chapman, Doug Haneline, Jack Richards, Jim Maas, Bill Potter, Ian Mathison, Isabel Barnes, Richard Cochran, Al Lewis, Paul Prins, Tom Oldfield, Nancy Cooley, Bruce Forintos, Sue Hammersmith

Special Guests: Henryk Marcinkiewicz, Dan Hurley, Sally DePew

Handouts: Agenda
CTLFD Activities
Planning Handbook
Three-Year Planning Update Sample Template
Sample Revenue Stream for Non-Credit Activities
Fall 1999 Student Credit Hours Produced by College and Department
Enrollment by Program for Fall 1999

1. Center for Teaching, Learning and Faculty Development

Henryk Marcinkiewicz distributed and reviewed a summary of CTLFD activities, listed in the context of the Board of Trustees' goals. He noted that a press release on FSU's Web CT has gone to the Grand Rapids Press and The Pioneer. He and Bo Lou will be attending a Web CT conference in Iowa next week.

Dr. Chapman noted that the issue of adult learners is included in the Academic Plan and suggested that Henryk include the issue as a focus under Academic Enhancement. Paul Prins noted the success of adjunct and new faculty training in Grand Rapids, which included Kendall faculty. He also suggested training for teaching the adult/working learner would be helpful to faculty. Henryk noted the possibility of extending the adjunct faculty training to Northern and other state universities as well as the Michigan Virtual University. Also discussed were course delivery methods and the need for review.

Discussion was held on how best to involve faculty in training for teaching the adult learner. Dr. Chapman asked Paul Prins, Bruce Forintos and anyone else who has ideas about training content to work with Henryk. It was suggested that faculty who successfully teach adult learners off campus be included in the group.

Dr. Chapman asked deans to also begin thinking about distance learning systems, internet delivery and a process for determining which courses or programs should be internet delivered. Course delivery methods will be a future agenda item.

2. Planning Process for FY2001 – Dan Hurley and Sally DePew

Dan Hurley and Sally DePew met with deans to review the planning process for FY 2001. Copies of the draft *Planning Handbook for the 2001-2003 Planning Horizon* were

distributed and discussed. Dan noted that this year's process will be a planning process, rather than a budget process, with focus on the next 1-3 years. A sample "Three-Year Planning Update" template was distributed and it was noted that the template will be more narrative. Deans' Council members offered several suggested changes to the template. Dan noted that the Planning Handbook will be available in its final form later this week. In the meantime, deans can share the draft copy with their planning committees. Dan and Sally DePew are available for meetings with planning committees.

Dr. Chapman noted that deans will submit their planning templates to her by November 5, rather than the November 30 deadline indicated in the Handbook. The earlier deadline will allow for her review prior to the November 22-23 presentations/discussions already scheduled. She noted that the November 5 submissions will be considered drafts that could be modified or fine-tuned after the November 22-23 meetings. The discussions at the meetings will focus more on the three-year college plans.

Dr. Chapman also noted that the Academic Plan will serve as the VPAA's planning statement. A final copy of the Plan will be available later this week.

Sally Depew gave a brief budget update to the Deans. Basically, a State mandated increase to FSU's MPERS contribution and a slightly lower than projected fall enrollment increase was covered by the University's reserves. As a result, ten percent of carryover balances from each division was recalled centrally and stage two FY2000 budget initiatives will not be funded this year. She noted that the University has tried to protect \$500,000 of base funding for new initiatives.

Dr. Chapman reminded Deans' Council members that the division covered the ten-percent recall, as indicated in her September 21, 1999 memo to Deans' Council. She also asked deans to begin looking at internal reallocations for new initiatives since the \$500,000 base funding won't go very far.

3. Non-Credit Program Revenue Sharing Model – Bruce Forintos

Dean Forintos distributed a sample revenue stream based on an additional fee of 6% of total expenses or cap of \$450/day for first day and \$250 for each subsequent day for non-credit activities. A suggestion was made that the fees be rounded up to the nearest \$5; e.g. \$436.03 becomes \$440. Dr. Forintos will draft a letter regarding the fee, forward it to the deans, who will then inform their staff. Dean Barnes noted the importance of providing program-completed accounting reports to the administrator or department head.

Much discussion was held on the draft *Faculty Compensation for Non-Credit Programs* and how it relates to \$45/hour faculty overload rate for credit courses. Dean Barnes noted that the Academic Affairs/Student Affairs Board Committee never had a frank discussion on the off-campus report – financial implications, etc.

The deans noted that the form distributed is not the method to advertise compensation, and suggested a format that includes pay ranges (\$75-\$150/hr). Dr. Forintos will submit a second draft of the *Faculty Compensation for Non-Credit Programs* for deans' review, along with a dictionary of terms.

4. Assessment of Prior Learning

Dean Barnes reviewed comments/suggestions she had received previously from deans. The deans discussed measurable assessments. Upper level courses should have some expected outcomes – what is the student expected to learn? These courses should have objectives similar to general education courses.

It was suggested that several categories should be broadened to include life skills or corporate training programs, not just formal education.

It was noted that assessment of corporate training programs may be negotiated individually at first, but someone from FSU may contact that corporation and articulate an assigned number of credits for that particular training program from their corporation.

One more reiteration of the paper will be drafted and then the proposal should be incorporated into the three-year planning cycle. A steering committee needs to be established with key faculty included. It was noted that CAEL Conference would be a good opportunity to begin training of faculty for portfolio assessments. Dr. Chapman asked deans to consider what faculty/staff should attend.

5. Academic Plan

Dr. Chapman will be making final changes to the Academic Plan tomorrow. A copy will be available on the intranet, as well as hard copies mailed to several constituencies. Open forums with the campus community will be scheduled for October and early November. She asked deans to discuss the plan with their faculty and staff. Another iteration of the Plan will be done at the end of the semester and formally presented to the President and the Board.

6. Fall 1999 SCH's and Enrollment – Tom Oldfield

Tom Oldfield distributed reports on *SCHs Produced by College and Enrollment by Program for Fall 1998*. He noted the reports might be useful for administrative program review.

7. Team Facilitation Training

Dr. Chapman noted that she's still trying to get clarification on the training. The training will be held on November 5 and 6.

8. Alumni Online Community Meeting

Dr. Chapman reminded deans that the Alumni Online Community meeting is Thursday and suggested that someone from each college be in attendance.

9. TLTR Conference

Doug Haneline noted that deans should have received a notice on the TLTR Conference from Dr. Chapman.

10. Advisory Committees

A list of advisory committees for all programs was distributed. The President regularly asks what percentage of our programs have advisory committees. Please let Dr. Chapman know of any changes by the end of the week.

11. Academic Affairs/Student Affairs Committee

The October 14, 1999 meeting begins at 3 p.m. with the first 45 minutes on action items. Then there will be an open discussion on the academic plan. Dr. Chapman urged deans to be in attendance. All are invited to a reception and dinner, along with presentation/discussion after dinner. Dr. Chapman is attempting to clarify the after dinner presentation with Tom Cook.

12. Feedback on Contract Training

The deans noted that the contract training was helpful. A follow-up session will be scheduled in the near future.