

Ferris State University  
Deans' Council  
October 20, 1998  
Minutes

Present: Barbara Chapman, Jack Richards, Sue Hammersmith, Paul Prins, Steve Perialas, Linda Travis, Bruce Forintos, Ian Mathison, Richard Cochran, Nancy Cooley, Al Lewis, Henryk Marcinkiewicz, Tom Oldfield

Absent: Joe Rallo

Handouts: Agenda  
UAP briefs from Colleges  
"Some Guidelines for Preparing and Submitting UAPs"  
Employment Service Agreement  
"Inventorying of Academic Space" Lotus Note  
Informational Technology Council Charge - September 3, 1998  
"Some Academic Planning Thoughts/Questions to Consider prior to October 27 Deans' Council"  
Long Range Planning Assumptions – Division of Academic Affairs  
Academic Policy Letters 98:2, 98:3, 98:4, 98:5, 98:6

## **1. Unit Action Plan**

Vice President Chapman distributed brief UAPs from the individual colleges. She pointed out some items of collaborative interest such as: paperless records system; multicultural center, study abroad programs, Internet links with internship sites, etc. Steve Perialas described the paperless record system for students and it was suggested that this initiative be submitted collaboratively with Admissions. Sue Hammersmith described the multicultural center as an umbrella organization for academics, events, etc., in conjunction with activities supported by Sandra Glover. Al Lewis indicated Optometry's interest in connecting internship sites to the campus via the Internet. It was noted that the Colleges of Pharmacy and Allied Health Sciences are utilizing the Internet for direct links.

Paul Prins indicated that FSU-GR is looking at possible programs in Criminal Justice, Biotechnology, an education undergraduate core, Industrial Chemistry, and Integrative Studies. Discussions need to take place regarding Ferris' Visual Communication program and the Kendall Visual Communication program and also Ferris' Product Design program and the Kendall Industrial Design program.

Dr. Chapman asked deans to keep her informed on meetings between the individual colleges and FSU-GR. She noted that deans would be asked for staffing recommendations for off-campus programs. She will also be discussing possible off-campus teaching incentives with Dean Forintos.

Dr. Chapman distributed "Guidelines for Preparing and Submitting UAPs" to Deans' Council members. She reminded Deans that the Academic Senate approved the motion that UAPs must be voted on at program/department level. The vote is not intended to hold back the process, but the vote must be sent along with the UAP to the next level.

## **2. Program Capacities**

The deans were thanked for updating the program capacities information. Once Dr. Chapman has reviewed them, an updated set will be sent to all deans.

## **3. Employment Service Agreement for Adjunct Faculty**

A draft FSU Employment Service Agreement, developed by Sue Hammersmith, was distributed. Sue indicated that the Agreement was modeled after the form used by UCEL and suggested its use with adjunct faculty. Some colleges already use a similar form. Dr. Chapman asked those deans that use such a form to send a copy to Mindy.

## **4. Inventorying of Academic Space**

Tom Oldfield distributed a lotus note from Craig Westman on creating a database that would give a list of all available space, classes, etc. The Deans enthusiastically supported the idea.

## **5. Technology Update**

Richard Cochran updated deans on the Information Technology Council, which will replace the UTC. He distributed and explained a draft charge. He invited the deans to submit name/s of one or two nominees for membership on this committee, to him, by November 2. He noted that the Vice President for Academic Affairs would need to appoint two deans. Dr. Chapman indicated if any dean has an interest, please let her know.

Dr. Cochran also updated Deans on the establishment of a Teaching, Learning, Technology Roundtable (TLTR) to direct activities of network consortia. He has met with Susan Reardon to discuss the possibility of seed money from the Ferris Foundation. He will be distributing more information on TLTR in the near future.

Henryk Marcinkiewicz commented that the memo to faculty from the Vice President regarding WebCT has resulted in some faculty calling Bo Lou about inclusion of their classes. It was noted, however, that the deans did not receive a copy. One will be sent.

## **6. Communication Committee Recommendation**

Dr. Chapman noted recommendation 20 in the Communication Committee's final report – "Content analysis and tone of letters sent to students". Mindy Britton solicited copies of letters sent to students from each of the deans' offices and Donna Smith conducted a

study on the tone of these letters. The deans indicated they received copies of both the Committee's recommendations as well as Donna Smith's study. Al Lewis indicated that his college has already taken action on correcting their letters. Donna Smith will be conducting workshops at a later date.

## **7. Academic Planning**

Dr. Chapman indicated that next week's Deans' Council meeting will be devoted to academic planning. She distributed "Some Academic Planning Thoughts/Questions to Consider prior to October 27 Deans' Council". She noted two assignments for the deans – develop a flow chart of the internal process for approval of new programs/curricula; and, put together a one-pager list of program ideas in each college.

Dr. Chapman also distributed "Long Range Planning Assumptions for Division of Academic Affairs", developed by Sue Hammersmith. Deans were asked to bring both documents back to Deans' Council next week.

## **8. Academic Policy Letters**

Copies of the following draft Academic Policy Letters were distributed:

- 98:2 Faculty Teaching Costs at Off-Campus Locations
- 98:3 Distance Learning and Internet Courses
- 98:4 Replacement of Vacant Positions, Salary Augmentation and Access to Vacant Position Salary for Replacement
- 98:5 Release Time Policy and Procedure
- 98:6 Procedures for Reporting Faculty Teaching Assignments Across Programs/Departments/Colleges

Policy letters 98:2 and 98:3 were distributed and earlier and include comments/suggestions from deans. Please forward your comments on 98:4, 98:5, and 98:6 to Tom Oldfield by Friday, October 23.

## **9. Off-Agenda Items**

Dr. Chapman announced Jeff Cross' resignation as of November 1. He has accepted the position of Associate Vice President at Eastern Illinois University. Dr. Chapman will be working with Bruce Forintos in identifying someone to oversee charter school work. She noted that Dr. Forintos is working on a reorganization plan for Extended Learning to be presented to the Board of Trustees at their November 20 meeting.

Dr. Chapman and Tom Oldfield have met with Beth Krueger to discuss possible processes to address faculty equity. A task force may be appointed to meet once or twice to identify factors for equity consideration. The task force will be composed of two faculty members (suggested by Mike Ryan), a dean, Tom Oldfield and Beth Krueger. Concerns were expressed that by developing a process, the University is agreeing that faculty equity is a problem and the FFA won't bring equity as a package to the

bargaining table. Dr. Chapman asked Deans' Council members to keep this item confidential.

Deans were reminded that Minor Caps are due tomorrow to Tom Oldfield.

Sue Hammersmith announced that the unveiling of the "Muse" sculpture would be November 19 at 11 a.m. The celebration will be student centered. She noted that Julie Tetsworth is out of the office with a ruptured disc. Mo Brockdorf will handle Sue's calendar, etc., during Julie's absence.

Paul Prins indicated that Grand Rapids Community College (GRCC) has submitted proposals for two technical centers (Holland and Grand Rapids). Hearings are being held today. He and Al Uniacke are working with GRCC on the potential role Ferris may play in those technical centers.

Ian Mathison noted several recent news articles on the shortage of pharmacists in pockets across the US. The eastern side of Michigan is one of those areas.

Al Lewis reported on a recent accreditation site visit. The initial indication is that the site visit went very well.

Dr. Chapman noted that PGM had a site visit last week.

Pc: President Sederburg