Minutes
Ferris State University
Academic Senate Meeting

November 21, 2017- 6:00 p.m.

Members in Attendance: Alspach, Axford, Bacon, Bajor, Balanda, Berghoef, Bright, Calkins, Conley, Desmond, Drake, Daubert, Fadayomi, Gray, Hanna, Inabinett, Ing, Isler, Johnson, Maike, Moore, Shimkso, Thomopson, Todd, Wancour, Weaver, Wyss, VanLent
Members absent with cause: Aslakson, diNardo, Epps. Fox, Marion, Stone, Wolfer, Zube
Members absent:
Ex Officio and Guests: Ek, Dix, Butler, P. Jackson, Huey, Hogen, Brayton, Cosper, Rewers, Haik, Lipar, Adayanju, Durst, Seel, DeMarr, Teahan, A. Jackson, Nicol, Redker, Frank, Raglin, Baker, Gogolin, Joseph, Dawson,

1.	President Bacon called the meeting to order at 6:07 p.m.
2.	**Opening Remarks.** Academic Program Review Chair Gary Todd thanked the committee members for their tireless efforts in completing the process. He noted that recommendations have already been made to change deadlines for reviews for the 2018 cycle and he is working on other ways to improve the process. The committee was introduced.
3.	**Process Improvements and General Recommendations** Senator Desmond moved to approve the process improvements recommended by the council. Chair Todd listed six process improvements including standardizing report formats, developing system so new programs are put on calendar, certification of accredited programs granted accreditation status if all courses under accredited program, programs with verified program and course level learning outcomes housed in TracDat can submit summary, add checklist to APR manual for topics to address and programs with faculty CVS in Digital Measures are not required to include as part of report. Senator Fadayomi asked if it should have program outcomes verified at a deans level? Chair Todd clarified it was a administrative level. Senator Gray asked about the checklists and if 1 were needed per prudential. Chair Todd said that is an issue which may need to be addressed by minors task force. Senator Balanda asked about certificates and if there was any formal process to review them. Chair Todd said all the certificates they were aware of were attached to programs. Senator Shimko noted that his areas outcomes are verified by the deans office. Senator Gray noted that ethics certificate would not fit under the recommendation for accredited program. Senator Todd said the process was aware of 132 certificate programs. Motion passed. Senator Desmond moved to approve the general recommendations of the council. Senator Daubert seconded. The recommendations include: 1. Create a new category- continue program with collaborative efforts, 2. Allow programs to hire earlier in the season to foster a better pool of candidates, 3. An equipment repair and replacement fund be established, 4. Provide dedicated programmatic marketing and advancement dollars, 5. Embedded advisors and recruiters in each of the colleges, 6. A taskforce be formed to find a solution to the monitoring of minors, in particular, those which are unattached and 7. University explore TracDat outcomes directly populated by grade entry in Banner, or by individual assignment grade entry in Blackboard or equivalent Learning Management system. President Bacon noted the Senate was in process of creating a task force on minors and also Academic Affairs was working on dedicated programmatic funding. Senator Johnson asked which programs would use the collaborative efforts? Chair Todd noted this recommendation came from efforts which were already occurring between DAGD and Architectural Technology. Motion passed.
4.	**APR Program Recommendations.** Senator Desmond moved to recommend the continuation with reporting of the History program. Senator Daubert seconded. Program faculty Gary Huey noted that they provided in their two year plan a strategic plan and sked for more details on what was needed to address the broader issues of enrollment. Senator Gray

added that the information provided in section III ratings appear to indicate strategies for growth. Senator Todd said that he would remove the recommendation for the report to include a strategic plan for enrollment growth   Senator Hanna asked if the numbers are segregated by major and minor. Chair Todd noted the only data available to the committee is the number of majors in a given year.   Motion passed.

Senator Desmond moved to recommend the continuation with reporting of the Multicultural Relations Minor. Senator Daubert seconded. Senator Moore noted that it is an increasing problem that programs are often not supported when the original champion retires and at least an attempt is being made to continue this program. Chair Todd noted that there is going to be a task force on academic minor to help address these issues. Senator Balanda said that these minors are often housed in multiple departments which makes gathering the collected data a complicated issue. Senator Hanna asked to what extent these minors are made up of General Education courses. Chair Todd said he does not have that information. Senator Fadayomi noted that general education courses had been reviewed. Associate Dean Joe Lipar said that there are often students who combine their general educations with minors such as these and it can be used as a recruitment tool. Motion passed.

Senator Desmond moved to recommend the continuation with reporting of the Pre-Pharmacy AS. Senator Daubert seconded. Senator Balanda observed this program exists solely for the pharmacy program and its model is based on requirements of pharmacy school and it made little sense to require other data. Senator Alspach agreed, and put this with the values of the minors, which it may not make sense to hold to an equal standard for data. Senator Isler noted she had been told that this program does qualify non-pharmacists to apply for certain jobs. Chair Todd said yes that was part of the report.   Senator Thomson made a motion to remove the "with reporting" from the recommendation, seconded by Senator Gray. Senator Bright noted that not all of these students in this program do end up in pharmacy school. Department Head David Frank noted many pre-science programs follow this model. Senator Gray questioned whether or not this should be reviewed as a stand-alone in the next cycle. Senator Johnson pointed out that HLC requires all program to create outcomes. Chair Todd agreed.. The amendment failed. The original motion passed.

Senator Desmond moved to recommend the closure of the pre-science program. Seconded by Senator Ing. This was done on the recommendation of Arts and Sciences, as most of these students are moving to the Natural Sciences program. Motion passed.

Senator Desmond moved to continue the Psychology program. Seconded by Senator Berghoef. Motion passed.

Senator Desmond moved to continue the Advertising/Integrated Marketing Communications programs. Seconded by Senator Berghoef. Senator Johnson asked if the 52 student enrollment reflected majors. Chair Todd said yes, that was the only information available. Motion passed.

Senator Desmond moved to continue with reporting the Computer Information Systems program. Seconded by Senator Daubert. Senator Bajor made a statement that he had requested an extension of the eboard during the summer because of serious illness of program faculty members and it was not granted. Senator Hanna asked if a champion was the same as a coordinator. Senator Bajor said yes. Senator Gray asked why the report was due in 2018? Chair Todd replied because there were no outcomes at all- and the other reports require data on outcomes already created. Senator Moore asked for clarification of role of Jimmie Joseph. Chair Todd said he serves as champion of the Computer Information Systems programs and Computer Information Technology programs. Champion Joseph noted that while the two groups share some classes and schedules, they are in fact two separate seniority groups.   He commented that TracDat is not conducive to reporting on software systems that a changing and they base their data on what is asked for by their advisory board. He also notes that a plan for enrollment growth is not useful as that would require additional resources the program does not have. Continuous improvement includes work within curriculum process with PCAFS and advisory board, with the resources they do have available. Senator Inabinett offered to work with the program and advisory board recommendations to develop some data which can be used in Tracdat. Senator Moore made a motion to add to the recommendations in VII. Program needs a dedicated champion, seconded by Maike. Program champion Joseph noted he can do both and it makes sense with the connections between the two programs. Motion to amend recommendation failed.. Original motion passed.

Senator Desmond moved to continue the Healthcare Marketing program. Seconded by Senator Daubert. Motion passed.

Senator Desmond moved to continue with reporting the Human Resources Management programs. Seconded by Senator Ing. Program faculty Demarr questioned the recommendation which listed stagnant enrollment. Chair Todd explained that the continue with reporting recommendation has a boilerplate list of issues which he is required to use and not all are applicable to a particular program. The language came from the provost's office. It was suggested that APR review using this boilerplate language as it leads to confusion. Motion passed.

Senator Desmond moved to continue with enhancement the Marketing program. Seconded by Senator Daubert. Motion passed.

Senator Desmond moved to continue with enhancement the Dental Hygiene program. Seconded by Senator Wancoour. Motion passed.

Senator Desmond moved to continue the Architecture programs. Seconded by Senator Ing. Motion passed.

Senator Desmond moved to continue the digital animation and game design program. Seconded by Senator Daubert. Senator Baker commended on the growth of the program rankings and that the enrollment retention is lower in part because of the rigor of the program. Portions of this program have been moved to the Big Rapids program, while continuing in Grand Rapids as well. Motion passed.

Senator Desmond moved to continue with reporting the undergraduate Criminal Justice programs. Seconded by Senator Weaver. Program faculty Nancy Hogan noted a new director has complicated the assessment issue as has several open positions. Senator Hanna asked. Hogan said yes the program does have 1100 majors and 10 faculty with a ratio of 100:1. It was also noted that the online programs are not fully online and the faculty are actually traveling to multiple sites to teach these courses. Chair Todd noted the faculty ratio and a reduction of overload is crucial. Searches are currently underway. Senator Alspach made a motion to move the reporting date to 2019, seconded by Senator Moore. The amended recommendation passed.

Senator Desmond moved to continue with reporting the Criminal Justice M.S. Seconded by Senator Ing. Senator Hanna asked if the same faculty ratios applied. Faculty program member Hogan said yes. Senator Moore moved to replace the word "new locations to "different location" which was seconded by President Bacon. Senator Gray moved to amend the reporting date from 2018 to 2019, seconded by Senator Wancour. Motion with amendments passed.

Senator Desmond moved to approve the recommendation to have the Construction Management program report in September 2018. (as an accredited program in good standing) Seconded by Senator Daubert. Motion passed.

Senator Desmond moved to approve the recommendation to continue the Automotive Engineering Technology program (as an accredited program in good standing). Seconded by Senator Ing. Motion passed.

Senator Desmond moved to approve the recommendation to continue the Heavy Equipment program (as an accredited program in good standing). Seconded by Senator Weaver. Motion passed.

Senator Desmond moved to approve the recommendation to continue the Dental Hygiene AAS program (as an accredited program in good standing) Seconded by Senator Ing. Motion passed.

Senator Desmond moved to approve the recommendation to continue the Nuclear medicine program (as an accredited program in good standing) Seconded by Senator Ing. Motion passed.

Senator Desmond moved to approve the recommendation to continue the International Studies minor.(and accept the updates). Senator Ing seconded.

	Senator Desmond moved to approve the recommendation to continue the Journalism and Technical Communications program (and accept the updates). Senator Ing seconded. Senator Desmond moved to approve the recommendation to continue the Mathematics program with reporting (and accept the updates). Seconded by Senator Weaver. Senator Hanna asked why some programs had data and some did not. Chair Todd noted the only ones the committee had to review was Applied Math. Motion passed. Senator Desmond moved to approve the recommendation to continue the Philosophy program with reporting (and accept the updates). Chair Todd noted that the report did not provide many of the specifics required, including outcome levels in Tracdat. Senator Gray said that the outcomes are in TracDat but the committee did not ask for that in the meeting and also that a curriculum map was provided. Senator Alspach moved to remove the with reporting from the recommendation, seconded by Senator Berghoef. Amended motion passed. Senator Desmond moved to approve the recommendation to continue the Computer Information Technology program with redirection (and accept the updates). Senator Ing seconded. Champion Joseph said they had considered the original recommendation of redirection, discussed it both within the college and with the advisory board and it did not make sense. Chair Todd noted this recommendation came for the issues relating to program level assessment requirements that the small faculty group were not able to fulfil. Senator Moore asked why redirection was the recommendation? Chair Todd said this was a way to figure out the issue of support for the assessment. Senator Bajor noted the only assessment that should matter is that recommended by the advisory board. The addition f 1 faculty to the program has helped and tracdat is a backward system. Associate Provost Teahan acknowledged that Tracdat is not a perfect system but there are ways and faculty who could assist this program with their setup of it. Senator Alspach also noted the time commitment for inputting material into TracDatSenator Maike suggested using number of the certificates as a potential data point for Tracdat. Senator Johnson asked why the program was not recommended for enhancement, if it needs more resources? Chair Todd said that in order to get enhancement you have to meet the basic requirements of APR which this group has not been able to do for two cycles. Senator Maike said that reporting is a requirement of all programs. Senator Thomson said that it did not appear that focusing on a report was the best use of a small program's faculty time. Senator Ing pointed out this program is still operating under an initial report from 2015 and asked when it was up again? Program is up again in 2021 according to list. Senator Moore pointed out that the reporting date of 2018 would not allow any collection of TracDat data and other programs had been given 2 years. Senator Ing moved to amend the motion to continue the program. Senator Thomson seconded. The amended motion passed and the recommendation was made to have the program report back when it was next on the cycle. Senator Desmond moved to approve the recommendation to continue the Information Security and Intelligence program with reporting (and accept the updates) Seconded by Senator Ing. Program coordinator Greg Goglin objected to the process and stated that his portfolio included the descriptions of outcomes used and process for program analysis based on assessment analysis report. Chair Todd did not have a copy of the report for reference. Gogolin also said that these questions were not asked of him in the meeting with the council. Senator Ing moved to amend the motion to remove "with reporting." Seconded by Senator Thomson. Amended motion passed. Senator Desmond moved to approve the recommendation to continue the Industrial Technology Management program (and accept the updates). Seconded by Senator Ing. Motion passed.
5	The meeting was adjourned at 8:55 p.m.