

**Minutes
Ferris State University
November 20 2018- 6:00 p.m.**

Members in Attendance: Alspach, Axford, Bacon Bajor, Baran, Berghoef, Bright, Calkins, Daubert, Dawson, Desmond, Epps, Fadayomi, Foulk, Gray, Hanna, Inabinett, Isler, Johnson, Lotoczky, Moore, Shimko, Swinkunis, Smith, Thomson, Todd, Waters, Weaver, Wyzzy, Zube, Zyla

Members absent with cause: Aslakson, Bacon, Drake, Emerick, Herrington, Rumpf, Wolfer

Members absent:

Ex-Officio and Guests: Blake, Breitenwischer, Briggs, Durst, EastleyEshbach, Goosen, Haik, Ing, Lopez, Kavanaugh, Kwant, Marion, Nicols, Ollenquist, Pavletic, Rewers, Seiferlein, Teahan

1.	President Alspach called the meeting to order at 6:10 p.m..
2.	<p>Opening Remarks. Academic Program Review Chair Gary Todd thanked the committee members for their tireless efforts in completing the process. The committee was introduced. General process recommendations will occur following program recommendations.</p>
3.	<p>APR Program Recommendations.</p> <p>Senator Dawson moved to continue the English (BA) program. Senator Desmond seconded. Motion passed.</p> <p>Senator Dawson moved to continue the Business Administration program [BS in Business Administration and BS in Business Administration and Legal Studies, AAS in General Business, Minor and Certificate in International Business, Certificate in Real Estate, Certificate in Small Business Management and Certificate in Leadership and Supervision]. Senator Desmond seconded. Motion passed 100%.</p> <p>Senator Dawson moved to continue the Leadership and Project Management minor program. Senator Desmond seconded. Senator Hanna asked for the number of dedicated faculty. Program representative Eshbach said faculty teach this as part of a regular load with other business majors. Gray noted this was an example of an unattached minor. Senator Zyla asked about why this was not grouped with supervisory leadership certificate. Todd this was the calendar. This was covered in the previous motion. Motion passed 86% to 7% with 7% abstaining.</p> <p>Senator Dawson moved to continue with reporting the Music and Entertainment Business (BA) program [formerly Music Industry Management (BS)]. Senator Desmond seconded. Chair Todd noted the change in leadership and that this program has outcomes but did not have time to college sufficient data. They have been asked to report back with data in 2020. Senator Moore asked if enhancement might be a better choice for the program. Course champion Kwant said he continues to work with the industry representatives. Moore also asked about a plan to get more faculty. Kwant continues to work with adjuncts to supplement program. Senator Zube asked if data is promising if recommendation can be changed to enhanced. Chair Todd said not under current system. Motion passed 90%-10% with no abstentions.</p> <p>Senator Dawson moved to continue the Operations and Supply Management program [BS and Minor in Operations and Supply Management, Minor in Lean Systems, Certificate in Lean Systems, Certificate in Manufacturing and Operations, Certificate in Global Logistics]. Senator Desmond seconded. Senator Gray asked about the center/ Eschbach said lean systems are in great demand and it would involve a classroom, and an advisory board once started. Senator Moore asked if it was not a separate program. Eschbach said no. Motion passed 89% to 3% with 7% abstaining.</p> <p>Senator Dawson moved to continue with reporting the BS and AAS in Early Childhood Education program. Senator Desmond seconded. Senator Foulk asked if the program has staff for multiple year offerings. Ing noted that the state requirement has made this a more marketable degree and they are considering a masters</p>

	<p>program. The program needs to provide data which has lead to a request to report back in 2020. Motion passed 93% to 7% with 0% abstentions.</p> <p>Senator Dawson moved to continue with reporting the Career and Technical Education program [MS in Career and Technical Education and Advanced Graduate Certificate in Total Quality Management in Education]. Todd noted that data needs to be collected. Senator Johnson noted that recruitments have great potential with HLC accreditation requirements. Ing noted that the recruitment has occurred in community colleges and other postsecondary educational institutions. Senator Desmond seconded. Motion passed 93% to 7% with 0% abstaining.</p> <p>Senator Dawson moved to continue with reporting the BS and AAS in HVACR program. Senator Desmond seconded. Motion passed 97% to 3% with 0% abstaining.</p> <p>Senator Dawson moved to continue the BS in Construction Management program. Senator Desmond seconded. The program is accredited but the letter has not been received. The letter needs to be submitted. Senator Zube asked what if the letter did not give accreditation Senator Gray asked when it was due. Todd stated by next year. Senator Weaver asked about if they were put on probation. Todd said that would not be acceptable. Senator Hanna noted that it is most likely to receive a 3 year approval and follows ABET standards. Motion passed 97% to 3% with 0% abstaining.</p> <p>Senator Dawson moved to continue the BS in Elementary Education program. Senator Desmond seconded. This program has been accredited by the Council for the Accreditation of Educator Placement. Motion passed 93% to 7% with 0% abstaining.</p> <p>Senator Dawson reported that APR was to continue the Mathematics program [BS in Applied Mathematics, BS in Applied Mathematics with Computer Sciences concentration, AS in Pre-Engineer, Minor in Computer Science, Certificate in Computer Science and Minor in Mathematics. They completed the reports as requested in the previous year. They accepted the report.</p>
4.	<p>APR General Recommendations</p> <p>Senator Dawson moved to accept the APR general recommendations. Senator Desmond seconded. The recommendations include: 1. Establish a program level marketing plan to include marketing assistance, and funds allocated directly to departments. 2. Equipment Replacement and Repair Program. III. Adopt a portfolio warehousing package (such as digication) for assessment and place for students and alumni a location to keep work from time at Ferris.</p> <p>Senator Hanna recommended to Todd that language be added noting that this is a recommendation made in previous years for the first two recommendations. Senator Thomson suggested a specific dollar amount should be calculated as part of this recommendation.</p> <p>For the portfolio package, Senator Weaver asked what happens to capstones? They are dealt with differently by department. Senator Todd said some areas are using these types of packages to provide data needed for accreditors such as ABET. Senator Axford asked if these functions could not be included as part of the search for the new version of the learning management system. Associate Provost Teahan said it is common for HLC to look at these systems during visits and it has come up as an issue for the Assessment Committee in recent years.</p> <p>Motion passed 86% to 10% with 4% abstaining.</p>
5.	<p>APR Process Recommendations</p> <p>Senator Dawson moved to accept the APR process recommendations. Senator Desmond seconded. The recommendations include:</p> <ol style="list-style-type: none"> 1. Revise Academic Program Review Process to be more in lines with requirements of Higher Learning Commission.

	<ol style="list-style-type: none"> 2. Reduce length of document to less than 100 pages for non-accredited programs by eliminating outdated information and requirements and focusing more on Criterion 4. 3. Eliminate appendices containing syllabi and curriculum vitae. 4. Recommend splitting the process between fall and spring semesters. 5. Accredited programs submit their statement of accreditation, duration of accreditation, enrollment and efficiency calculations only. <p>Senator Weaver asked what could reduce the page length? Todd noted that the syllabi and cv's would make this easier. They were also eliminating employer survey which many companies no longer are allowed to fill out. Senator Zyla asked if Criteria 3 for the Higher Learning Commission which was teaching and learning would also not be relevant. Senator Foulk asked if deans were prepared to sign off on qualified faculty. Todd said yes they already are. Nicol said it was a mandate. Haik noted that the syllabi was part of a negotiation process with the FFA. Not all materials are in Digital Measures. Teahan said that credentials are available on the website.</p> <p>Motion passed 97% to 3% with 0% abstaining.</p>
6.	The meeting was adjourned at 7:25 p.m.