Chair's Council
Meeting
18 September 2007

I. **Institutional Research & Testing - Susan Montgomery**
- Big Rapids had the first September offering of the ACT (9/15), 30 individuals attended. Their next test is full (200 seats).
- Services
  o NCS Scanning Machine
    ▪ Academic Affairs provides answer sheets (free in batches of 500) and IR&T will score, analyze and return them on a walk-in basis. Currently few faculty are using this service. A survey of other MI Universities conducted 3-4 years ago showed that at most locations, faculty had to drop off the tests and receive the scores/analysis at a later date.
  o Testing Information
    ▪ Compass – primarily used by Community Colleges, used at Ferris for non-traditional students, International students (math section only), and students who wish to challenge placement.
    ▪ ACT Testing
      • Includes Residual – for non-traditional students, or for students to achieve higher ACT scores
    ▪ CLEP
      • Previously, approximately 80% of incoming students were passing the ENGL comp CLEP, currently only approximately 70% of students are passing it.
      • To transfer a CLEP score from another University to Ferris, the student must request an official score report from College Board (approximately 20$) – per University policy.
      • GPAs are not affected by CLEP results.
      • Proficiency tests are run through individual departments.

II. **Faculty Center for Teaching & Learning - Todd Stanislav**
- Asking for input on Center activities, priorities
  o Q – Does the Center ask faculty what they want? It seems a lot of the information is geared toward new faculty.
    A – Not within the last year and there is no survey planned, however a needs assessment is due.
  o Q – How do you approach a veteran teacher and get them involved and vested in their professional development?
    A – Knowing what they want, offering relevant materials, and being easily accessible.
  o Suggestion – Shorter duration courses are more useful and likely to attract faculty than those with longer durations and more requirements.
  o Suggestion – More instruction on assessment (e.g., what to do with data collection, how much to collect, etc.)

Reply – Currently working on an "outcomes assessment" module. Part of focus is a) verb of outcome (measurable) and b) means of evidence (what student is doing to judge success).

Comment/Question – Since there will soon be new course outcome/assessment requirements from the UCC, will those committee members be receiving outcome assessment training to know what to look for in proposals?

Comment/Question – can HLC documentation/data be used punitively?

- Q – Is the Center looking at formats other than workshops?
  A – Online modules have been discussed.
- Comment – Current training modules for FerrisConnect are 3 hours each, 4 times and there are bugs in the software. This makes learning somewhat difficult. Also, how can we get adjuncts up to speed other than requiring them to give up every Friday (for example).
  Reply – The center is close to having training modules for FerrisConnect fully online.
- Comment – some of the Center's training is too generic and after the session must find relevance to apply to your own course.
- Comment – walk in problem solving clinics are very helpful!

III. VPAA Office, Don Flickinger

- Stated his role is to be a facilitator in the VP's office and to help and empower faculty and first level administrators.
- To review current roles/responsibilities in the Office of the Vice President for Academic Affairs at this time, go to the website http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice.html and select "Duties and Responsibilities"
- The VP office is currently trying to prepare as much as possible for a Provost and reorganize with input from everyone and requested active participation/involvement from everyone in the search.
- Regarding student issues – please follow the College's process/policy/procedure (e.g., grade change appeals, complaints, etc.) and make sure the process is available to the students. Keep good notes.
- Regarding the scheduling matrix – Jo is trying to make sure there are pedagogical reasons if a department wants to go outside of the matrix (vs. faculty not wanting to work only certain days).
- Regarding the general education schedule – please be consistent with scheduling (fall to fall, spring to spring, etc.)
- The Ferris catalog of record runs June to June.
- Programmers are currently working on general education designators in Banner (there were character limitations when transferred from SIS+)
- Michigan Transfer Network (MTN) – live in November, MACRAO site lists Michigan University equivalencies. Go to http://www.michigantransfernetwork.org/
- IRC – since there is no Dean, it is being handled through the VPAA office. Contact Debby Buck for keys.

IV. Future Meetings

- Tuesday, October 2 - 8:30 a.m. Mecosta Room
- Post or E-mail suggested discussions/topics prior to meeting.

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