

Chairs' Council Agenda
October 30, 2007
8:30 -- 10:00
Mecosta Room, Rankin Center

1. Continue Discussion of New Faculty Orientation Program
2. Discuss YAR (Formerly APR) Process

Suggested Questions Include:

- How do you use the YARS within the college?
- How could they be more useful to you?
- With whom do you share the YARS?
- How comfortable are you with their being on the external Ferris website? The internal intranet for all campus folks?
- Is frequency right?
- How do they inform and/or interface with Program Review?
- What feedback do you expect, want, and/or need on them? From whom - or what group?
- How did you use the feedback you received last year from Robert Von der Osten as chair of Academic Assessment?
- How do you view the role of the YARS in a comprehensive Ferris assessment system?
- What do you think about the addition of non-program programs?
- Is this a place for an update on course outcomes and course assessment data (a focus of the deans' council this year, and it is at the course level that I perceive we have the most work to do in gathering documentation - perhaps not in actual work happening)

**Chair's Council
Meeting
30 October 2007**

I. Faculty Institute (Terry Doyle)

- Attempting to find out why faculty cannot attend sessions. Out of the 35 new faculty invited, 10 showed up. This is an approximate 30% response rate. In the past, the rate has been approximately 60%.
- Currently sessions are held every other Thursday from 11:00-12:50 and the week prior to Fall semester.
- Discussions have been held regarding holding the sessions at a different time.
- Discussions have also been held about having two separate groups, new and experienced faculty, however, it has been helpful to have experienced faculty input during the sessions.
- Comment – what about using the time slot made available for Senate?
- Comment – new faculty from industry are not as familiar with learner centered education, which Ferris focuses on, so need more training in that area.
- Comment – it may assist attendance if this training could be assigned workload.
- Question – are purchases made with PDI money University property?
 - Answer – there is a University policy that property bought with University funds remain University property, so the answer is yes.
- In the past there have been questions regarding the purchase of laptops using PDI funds, however it has become more commonplace. Would a change in the approval process, to include a supervisor approval prior to being sent to the Center, help?
- Comment – some institutions provide release time for professional development (*i.e.*, three hours release time for one semester for a one year program).
- It is helpful for Department Heads/Chairs to know the meeting times, therefore new faculty classes may be scheduled in a more flexible manner in an attempt to promote attendance. Would it be possible for the Center to send a notice each Fall to the Department Chairs of new faculty invited to attend sessions?

II. Yearly Administrative Review (YAR)

- Primarily the Department Heads/Chairs/Program Coordinators complete the YARs
- With a program review process already in place, little faculty input, and no comparisons, there seems little value.
- Comment – is there a way to allow these to be connected or lead up to another process? (*e.g.*, program review, accreditation, or planning)
- Comment – is there a way to combine this with the Unit Action Plan?
- Question – What is the “comprehensive Ferris assessment system”?
- The committee was not comfortable with YARS being available externally.
- The frequency is too much, if there continues to be two separate reports. There is no time to find out adequate progress and what worked and what did not.
- Feedback on reports would vary by report, but for the report to be useful, feedback is necessary.
- Question – why can't programs that have external accreditation use those reports instead of duplicating?

- Question – is course assessment/outcomes faculty responsibility?
 - Answer – no, this is university based; faculty develop syllabi to meet course outcomes.
 - Course mapping is useful.
 - Note – new programs will not see outcomes for four years to be able to do a summative assessment.

III. Announcements

- The library will be having 6 focus group sessions as a result of the recent survey (5 for colleges, 1 for all employees).
- April 11/12, Ferris will be hosting an energy conference with a keynote and expert panel Friday, and workshops and hands-on sessions Saturday.

IV. Future Meetings

- Tuesday, November 20 - 8:30 a.m. Mecosta Room
- Post or E-mail other suggested discussions/topics prior to meeting.