

Chairs' Council  
October 20, 2009  
Rankin Center – Centennial Room  
RAN 252  
8:30 am – 10:00 am

Agenda

1. Announcements
2. Moving Assessment Forward – Robert von der Osten
3. H1N1 Update, Policy Updates – Don Flickinger
4. Items from Floor

**Chair's Council Meeting**  
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**Minutes**

**I. Announcements – Reminders**

- Nov. 17<sup>th</sup> Chairs Council meeting will be turned over to DegreeWorks for a demonstration, and the meeting will be extended one hour (8:30 – 11am)
- Nov. 18<sup>th</sup> Relationship Meeting will include Dale Feinauer and reps from the FFA, Board and Administration. Meeting structure has not been defined.

**II. Moving Assessment Forward – Robert von der Osten**

As we move forward with program and course assessment work, keep in mind that TracDat is a useful information gathering tool – repository. Course assessment is an ongoing process and while some areas on campus (particularly those accredited) are further ahead than others, there is plenty of help available. Reminder that each college has a mentor and we are encouraged to use them. Robert welcomes emails with concerns, comments, etc., if help is not found elsewhere. 3 main announcements:

- Share best practices – funding available. Please forward information on best practices by giving the TracDat link to a course or a program, or submit a page outlining/explaining how you have organized useful data collected.
- Grant is available also to enhance extensive program/course development. Robert and FCTL are both available to work with planning. For those who complete FCTL training PDI incentives are available.
- Assessment Committee and FCTL's teaching and learning project – as faculty move forward in the assessment process this project is available for those who want to work on improvement in student learning through tools available from FCTL.

For information on all the above check out the TracDat website.

Comments:

- Discussion held on limitations encountered in course level data entry – Robert wants to receive emails with specifics so these problems can be addressed. TracDat is a versatile program that can be customized to meet those particular needs we identify.
- It was suggested a help guide would be a wise investment.
- Concerns about adjunct faculty involvement in TracDat raised and just how much they need to be part of the process.

- Concern about not having access to all programs/courses for reports. It was pointed out that rather than giving everyone full access it might be easier to request a basic and easily generated report from another area if information from another college/program is needed.

### III. H1N1 Update, Policy Updates – Don Flickinger

Associate VP Don Flickinger made the following announcements:

- DegreeWorks demonstration on 11/17. Trainers were given the most complicated checksheets to begin with. Plan is for the Fall 2010 incoming students to be the first to use DegreeWorks. Decisions being made on web access and who can input data. Currently 10 dedicated persons with access.
- The name and format of the spring Honors Convocation is being revised to better reflect the current use and intent of the ceremony and improve attendance. It will now be the academic excellence awards and is being planned as a Thursday pm reception in March in the IRC connector with a simple menu.
- Incidence of H1N1 cases reporting to the Health Center show consistent numbers of students visiting daily – no unusual increase in cases at this time. Recommendation is that students with the flu self isolate and Ferris supports students going home if that is an option. More faculty/staff are missing work because of family member illness than own illnesses. If faculty continue instruction from home some departments are not asking them to use sick time. Seasonal flu shots are still available. H1N1 vaccine should be on campus this week with distribution to follow established protocol. Anticipate enough for all.
- Announced the University is looking at assessing payroll deductions for Blackberry users, citing IRS rule that states they are considered a benefit. It is pointed out that the IRS has never enforced this rule and for Ferris to do so is a Ferris choice, not federal mandate.
- Clep testing policy contains sentence that once Clep credit is given students cannot take the course. There is no Academic Affairs or Student Affairs policy found to support this statement and it is recommended it be removed from the Clep testing policy. Justification being that students may repeat courses previously taken to improve scores, proficiency exam policy does not prohibit taking a course for which credit has been given. Therefore, removing this sentence would bring this policy in line with other established protocol.

### IV. Items from the Floor

- Associate VP Flickinger was asked about the lobbying firm Ferris has hired and what success rates they have had. He explained the relationship with them is new, they have just been on campus to learn about Ferris and feel opportunities to lobby for this type of institution are good, but results will take time and we may see no immediate results.
- Please send items for future meetings to Reinhold.