

**Chairs' Council Meeting
16 September 2008**

Agenda

- 8:30 – 9:00 Tech Road Show
- 9:00 – 9:20 Deb Cox, Disability Services
- 9:20 – 9:40 Robbie Teahen, TracDat
- 9:40 – 10:00 Don Flickinger, Policies

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I. Technology Road Show (presenters Bea Griffith-Cooper, Vicky Deur, Mary Holmes, Bill Knapp, Sue Cherry and Jody Gardei). Folder with relevant handouts provided

- MyFSU – Vicky Deur reviewed the newest version of MyFSU introduced on May 17th. She demonstrated the new “1 click” feature for faculty in which they can navigate through Faculty Tools screens quickly. Within Ferris Connect updated screens also make it faster for faculty to navigate to desired screens. She pointed out that when a course is loaded in Ferris Connect students are added immediately as they enroll but names are not dropped from the roster if they withdraw and faculty have to manually go in the system and “hide” the names of students they do not wish to appear.
- FerrisConnect – Mary Holmes reviewed “The 6 Top Tips & Tricks” handout with emphasis on Tip #1 – using the Browser Check. When logging on to FerrisConnect, by clicking on the check browser link in the upper right-hand corner the system will run a browser check and identify where changes are needed (red check appears). By running this browser check most problems are identified and corrections can be made.
- WebEx – Bill Knapp gave a brief demonstration of this useful conferencing tool, citing its many possible applications and ease of use. Ferris has approximately 100 licenses and suggestions for colleges/department acting as “host” for the account was suggested.
- IT Support – Sue Cherry and Jody Gardei reviewed technical support areas available but stressed the quickest way to obtain help is to start with the TAC support line X4822 which logs all calls into the system and dispatches assistance. 10-15 minutes is the goal to get assistance to a class in progress. Also ITAP brochure provided and system explained for providing technical training. Recommendation made to access ITS website at www.ferris.edu/techsupport for monthly newsletters and toll free number for off campus connection.

II. Disability Services presentation by Deb Cox. Folder with relevant handouts provided

- Review of folder contents with question/answers
 - Brochure placed in all student and parent packets explaining services available to students
 - Explanation of disclosure statement students who receive assistance must read and sign. Confidentiality rules and issues explained.
 - Summary of Disability Documentation. It is student’s responsibility to provide documentation from physician before services can be provided. This documentation must be renewed each semester.

- Student request for Services form
- Reasonable Accommodation - sample note to faculty
- Test Transmittal Form for faculty and Test Taking Procedure for students
- Paid Note Taker Services and Applications for Note Takers
- Upcoming Events
 - Disability Awareness Month / Accessibility Awareness Day
 - 2-Part Workshop – great for new faculty

III. **TracDat Information provided by Robbie Teahen**

- On-Line Demo (shortened version)
- Handouts – Goals and Timeline, Learning Outcomes Guidelines (example)
- Overview
 - Robbie gave overview of the TracDat system (most Dept. Heads/Chairs have been shown this system). It will be used to collect program outcomes data. Once data is entered reports can be generated which will facilitate the upcoming HLC site visit
 - Currently Kim Wilbur is system administrator but with training someone from each college will be trained to input data. Training sessions will be scheduled. Identified users need to obtain form from Acad. Affairs website and Deans must approve before forwarding form.

IV. **Academic Affairs announcements, Don Flickinger**

- Expressed thank you for AA for patience with semester start and IT issues that were encountered
- Phase IV construction in “punch list” phase and Phase V planning underway. Next phase in on November Board agenda
- Policy(ies) mentioned with more discussion possible next meeting
 - Academic Probation/Academic Probation Warning (draft) – handout
 - MACRAO
 - Repeat Class policy (effective fall 08)

V. **Future Meetings**

- Next Meeting - Tuesday, September 30, 2008 in Mecosta Room
- Post or E-mail suggested discussions/topics prior to meeting.