

ACADEMIC LEADERSHIP COUNCIL

March 25th, 2014
West Campus Community Center (WCCC)
8:30 am – 10:00 am

Agenda

1. Approval of Meeting Minutes – Andy Karafa (3 min.)
2. Inclusion Advocate Training for Advancing Equity in Ferris Employment Practices – Matt Olovson - (50 min.)
3. Web and Media Accessibility Committee – Deb Cox & Committee - (15 min.)
4. Michigan Transfer Agreement and Ferris Implementation – (15 min)
5. Open Forum
6. Updates from Colleges/Schools/Departments

ACADEMIC LEADERSHIP COUNCIL – Meeting Minutes

March 25, 2014

Membership: Andrea Wirgau, Anne Marie Gillespie, Brian Bouwman, Brian Craig, Cambria DeHoag, Cheryl Cluchey, David Darrow, David Frank, Debra Curtiss, Deborah Dawson, Deborah Thalner, Debra Cox, Deedee Stakley, Glen Okonoski, Gregory Zimmerman, Helen Woodman, James Powell, Janelle Hemingway, Jeffrey Ek, Jim Woolen, John Schmidt, Jon Sprague, Joseph Karafa, Joseph Lipar, Julie Coon, Kim Hancock, Kirk Weller, Larry L Schult, Leah Monger, Lianne Briggs, Lucian Leone, Michael Ropele, Michael Bouthillier, Peter Bradley, Piram Prakasam, Robert Buckingham, Ron McKean, Sharon George, Shelly VandePanne, Steven Reifert, Susan Owens, Tami Wolverton, Theresa Raglin, Todd A Stanislav, Tracy Powers, Trinity Williams, William Smith

Regularly Invited Guests: Paul Blake, William Potter, Robbie Teahen

Guests: Matt Olovson, Jody Gardei

AGENDA

1. Review of Previous Meeting Minutes – Andy Karafa
2. Inclusion Advocate Training for Advancing Equity in Ferris Employment Practices – Matt Olovson
3. Web and Media Accessibility – Deb Cox, Deb Thalner, Glen Okonoski, Jody Gardei & Matt Olovson
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HANDOUTS

1. Inclusion Advocate Seminar + 4 helpful handouts
2. The Michigan Transfer Agreement Handbook
3. MTA 4 Yr Colleges & Universities implementation Actions

MINUTES

1. Review of Previous Meeting Minutes
 - ❖ Minutes from 02-11-2014 meeting approved.
2. Inclusion Advocate Training for Advancing Equity in Ferris Employment Practices
 - ❖ Matt Olovson presented overview of seminar that is available on campus. Created as result of 2011 taskforce on how to hire and retain a diverse workforce. Offered monthly at open sessions. In addition he will continue to work one on one with hiring groups as requested. Inclusion advocacy focuses on:
 - Strengthening foundations, Acting in affirmation, Retaining equity.
 - ❖ Ferris has strong foundation with strong core values. Mission is action oriented – promote student success, which comes with an understanding of inclusion and diversity values. Taskforce Report available at Diversity Office website. URL listed in handout.
 - ❖ University policies and procedures outline commitment to Equal Employment Opportunity and Affirmative Action Program. With 50+ employees the federal government requires we have a written policy that can be reviewed at any time.
 - Applied to student admissions as well as hiring practices. “A Management Tool”
 - ❖ Affirmative Action in Practice – Matt shared information that is available for search committees:
 - Workforce Analysis – data updated annually, available on EEO website.
 - Goal Setting
 - Managerial Analysis
 - ❖ Recruitment “Best practices” – members encouraged to review report referenced in handout. As requests are sent to HR to post positions in certain publications, also think of resources that will add to diversity & inclusion.
 - ❖ Review results of previous searches – if less than successful were good faith affirmative action efforts taken? Consider posting inclusive language. Consider using language to bring out excellence in diversity issues, student cross cultural issues – Reference handouts on “Writing Non-Discriminatory Advertisements” and Pre-Employment Inquiry Guide”. Many helpful guides on EEO and HR websites also. Reach out to EEO to get data on diversity of a particular search pool.

- ❖ Applicant review and selection. Assessment of prescribed qualifications, making equitable selection decisions. See handout on “Diversity Interview Questions”.
- ❖ Valuating and Evaluating Diversity - Ferris wants a diverse and inclusive workforce. If included in interview questions and they answer positively note and give credit on their application review.
- ❖ Conducting an Equitable Interview. Providing community information brochures prior to interview will help to avoid questions by applications that may bring out references to religion, children (ages, care issues), schools, medical care availability, etc. Certainly can answer direct questions by candidates but ask no follow-up questions and try to redirect conversation back to safe territory.
- ❖ Application Processing and Documentation - EEO hiring process review.
- ❖ Retaining Equity – policies
 - Employee and student dignity.
 - Scope of discrimination – slide documents numbers and cost of suits.
 - Commitment to cultural competency – ongoing process.
 - To treat all with “dignity and respect” is goal requiring continuous effort, training, learning.
- ❖ This was fast overview of full seminar – Questions?

3. Web and Media Accessibility (WMAC)

- ❖ Deb Cox, Deb Thalner, Glen Okonoski, Jody Gardei and Matt Olovson presented WMAC “Points to Share”
- ❖ Federal guidelines require equal access to all classroom and web/video materials.
- ❖ Closed captioning of all web and media video materials used in the classroom and online (including Tegrity videos) is essential.
- ❖ All websites need to have accessible forms/newsletters/flyers/applications – training and professional development will be available soon.
- ❖ Flyers and written materials need email addresses in addition to ADA statements regarding accessibility.*
- ❖ WMAC working to prioritize initiatives and create policies to support these initiatives and professional development and training.

*Anyone with a disability who needs a special accommodations to attend this program must contact _____ at 231.591.____ at least 72 hours in advance.
- ❖ Committee of about 25 representing all divisions has been working toward the goal of improved accessibility compliance. Large emphasis is currently on closed captioning (\$\$\$).
- ❖ Jody Gardei is working with Jackie Hughes in FCLT to ensure each piece to be made available is accessible. Items can be run through a screen checker and it will share what needs to be changed. Trainers are available. Sessions coming up in April.
- ❖ Deb Thalner shared that Disability Services works extremely well when students are identified as needing accommodations but our goal will be to be proactive and be ready before students are identified. There is a good cross-cultural team working on this.
- ❖ Matt Olovson shared that all the laws require us to accommodate our students. Web and video – must be accessible now. New infrastructure must be made accessible and older structures must be brought into compliance as renovations occur.

4. Michigan Transfer Agreement and Ferris Implementation

- ❖ Deedee Stakley reported she has been meeting with many groups on campus to share the implications of replacing the MACRAO stamp with the MTA. Many areas on campus involved and working on the project since the new process is effective fall, 2014. MACRAO has been in place since 1972 with little updates over the years. Ferris will both sending and receiving institution. Under the MTA credits from a number of institutions can transfer in. Handout provided gives more detailed information. All community colleges have signed agreements and most universities have done so as well, with Ferris just signing. We may have students coming to Ferris as soon as fall, 2014 under the MTA. However, MACRAO will be around possibly until 2019 until those students entering under MACRAO graduate. We begin with Phase 1, with Phase 2 coming later with AP, CLEP issues yet to be sorted out.

- ❖ Implementation teams will be meeting weekly and will continue through the summer. Clif Franklund will be involved in Gen Ed issues, Kirk Weller will be involved in the math portion as there will be 3 levels of math transfers, depending on degree / program. All are welcome to become involved, ask questions, etc. Transfer guides, equivalency agreements will all need to be revised. Many training sessions will be offered. MTA trainers have agreed to come to campus to present and session will be taped and made available.
- ❖ As it is legislated we will be required to keep statistics, who has the stamp, maybe how they are doing, etc. Waiting for more questions to arise and be answered. Many 'what ifs' to be dealt with.
- ❖ Bottom line – we will be operating under two systems, both MTA and MACRAO, for several years to come.
- ❖ Questions & Concerns:
 - Can courses not under the MTA be counted? Yes.
 - Trinity – indicates she will become involved in the process. Concerns regarding definition of “communication(s)” as this can and should include performance arts and can technically include journalism, TV production, etc.

5. Open Forum

- ❖ Julie Coon thanked Matt Olovson and EEO for all their valuable assistance during many HP successful hiring searches. Her sentiments were echoed by other search teams.

6. Updates from Colleges/Departments

- ❖ Please email Andy if you have a topic of interest for future meetings.
- ❖ Piram Prakasam shared the 26th Annual International Festival of Cultures will be held April 13th.
- ❖ Piram also shared the Office of International Education wanted to connect with alumni living around the world. Saudi Arabia is a large 'sending' country, so over spring break a trip was organized to Bahrain and event held to connect to Ferris alumni. Felt they had good participation. A COB 1970 alum spoke, many surveying student grads were represented. Emotional grad spoke of his time at Ferris and wonderful relationships formed. Alum were wonderfully supportive of Ferris.
- ❖ Peter Bradley thanked all who participated and contributed to the success of the recent Honors Invitational. It generated 416 honors applications with more coming.
- ❖ Julie Coon shared there is a new Public Health degree moving through the UCC. They feel it will be a great stand alone as well as complementary degree. Seems to be an area of study of particular interest to international students, honors students. Now working on targeting a student audience. Would welcome invite to discuss possibilities with other colleges and programs.
- ❖ Theresa Raglin shared that Ferris will be hosting the 2014 Michigan Mission of Mercy (MOM) event which will be held May 29 – June 1 at the Wink Arena. This is a huge effort to provide dental care to an economically depressed area of Michigan. It will involve hundreds of professionals and will require 600 lay volunteers. Seeing 1200-1300 patients. Patient recruitment is ongoing with a first come first served process. Thurs. is set up day – and Sun is break down day. Help is VERY welcome and encouraged. Patients will be seen on Fri and Sat. Link will be shared with members. Please share this opportunity for service with students. If interested or if you have questions please contact Theresa.

Adjourn: 9:40 am