

**Ferris State University
Academic Senate Executive Committee Meeting**

June 7, 2011

Members in Attendance: Doug Haneline, President; Mike Berghoef, Vice-President; Melinda Isler, Secretary;
Members at Large: Sandy Alspach, Jim Nash
Absent: David Marion

Administrative Assistant: Paula Hadley

1.	President Doug Haneline convened the meeting at 9:07 a.m.
2.	The Executive Committee discussed appointments to the General Education Task Force. Leonard Johnson had been serving on the task force because of his position as chair of the UCC. President Haneline noted that when Senator Griffin stepped down as Senate president he was allowed to continue to serve on the task force. The Executive Committee voted to ask Leonard to continue serving on the committee.
3.	The Executive Committee discussed topics for the Academic Senate Retreat on August 23, 2011. Currently there are General Education, Academic Organization, and UCC manual changes. The discussion of committee structure was suggested but Vice-President Berghoef thought that would be more appropriate for an early fall meeting. The Senate has booked MCO 211 and is considering reserving it for monthly meetings as well. There was a discussion about possibly reserving rooms 212 or 210 if there is a need for breakout sessions. President Eisler will be asked to give remarks on the budget situation and anything else that he feels is appropriate.
3.	Appointments to the Academic Program Review committee were discussed. Renato Cerdana has resigned so Brad Isler has been moved from the at-large position to the Arts and Sciences position. This leaves a Pharmacy, Engineering Technology and At-large position. Vice President Berghoef suggested we contact new senators who may need a committee seat and see if they might be interested. Senator Tracey Boncher from Pharmacy will be contacted to see if she has any suggestions. President Haneline will send out a message to the Senators and an at-large message in order to try to recruit faculty. It was suggested that Kristin Walters, who had volunteered for a different committee might also be asked. The question of what to do with vacant seats has been suggested as an issue for the rules committee.
4.	Senator Alspach discussed the UCC manual revisions which she is working on this summer. Currently the medium of instruction has no designated place in the paperwork- and could be put only in Form A. It should probably go into both forms E and F. Updates need to reflect the differences between online and face-to-face and blended courses. There was some question of the qualifications of those who teach online and whether or not that should be part of the process. There is also the issue of online caps for courses and whether or not they differ from face to face. She pointed out that in the past the UCC issued a blanket request to have all the pre-requisite courses added to the forms (since changes are only in effect for new submissions). Senator Nash pointed out that asking for all courses to list online caps might not make sense for things like clinical optometry courses which will never go online. It was agreed that some may not need to fill out this form if they do not anticipate classes ever going online.
5.	The Intensive English program has run into difficulties. This was brought up by Senator Alspach and President Haneline. It has used up its experimental course status as of the fall semester and has not submitted any paperwork for the permanent course sequence to replace it. No PCAF has gone to the board. There has been some resistance from the program regarding the need to fill out the paperwork. It was decided that President Haneline will send an email to Provost Erickson reminding them that the program has not been approved and there are entering students who will need to take classes to keep their visas eligible. Senator Alspach will continue to offer to work with the program to get the materials through the UCC process.
6.	Senator Nancy Lashawy-Bokina will be on sabbatical in the fall. Dean Michelle Johnston and Nancy will be contacted regarding a replacement for Senate appointment.
7.	The next executive committee meeting will be set for July 18 th at 9:00 a.m.
8.	The meeting was adjourned at 10:55 a.m.

Respectfully submitted,
Melinda Isler

Secretary