

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

September 13, 2011

Members in Attendance: Doug Haneline, President; Mike Berghoef, Vice-President; Melinda Isler, Secretary;
Members at Large: David Marion, Jim Nash, Sandy Alspach
Past President: Rick Griffin
Administrative Assistant: Paula Hadley

1.	President Doug Haneline convened the meeting at 10:00 a.m.
2.	President Haneline noted he would like to have SEC members attend the Student Government meetings at 5:00 p.m on Tuesdays on a rotating basis. This is just to give a brief Senate update and to reciprocate what they do in attending our meetings. Paula will set up a schedule.
3.	The International Education Committee is not in compliance with the structure of most of the other committees. A handout of the most recent mission was passed around and Senator Griffin gave a brief history of the organization and focus of the committee to date. It has primarily focused on the International Educator award. President Haneline observed that the current structure does not have a representative from the Office of International Education. He felt that the mission should really be written by the committee and perhaps they should form it and add some past members to help figure this out. Senator Nash asked whether they need a committee when they have an advisory board as well. Senator Alspach noted the advisory board was created in part to a request from the UCC for an advisory board for the Intensive English program proposal. Vice-President Berghoef said that this is possibly a redundant committee as noted by the committee task force last year and like the Senate Diversity Committee may wish to restructure. Senate committees are really for the academic focus. President Haneline suggested meeting with Vice-President Berghoef, and the Provost and Don Green to figure out how this committee structure would best work.
4.	There are currently 3 vacancies- College of Education and Human Services, University College and Non-tenure track faculty. President Haneline will send out an all faculty email to the first two colleges and ask for volunteers for a replacement. If a previous candidate from the spring is available, they will be asked first. This has already happened in University College. Haneline also suggested that the charter revisions include an election of the non-tenure track position so that they can be seated sooner. The existing representatives are staying on until the new ones are elected. The list has been received so an election can be set. There is currently no election chair.
5.	The change in name of University College and realignment of various items in Academic Affairs will impact Senate representation. President Haneline noted the issues for non-instructional faculty. Senator Isler said this was also on the list for the rules committee to handle once the final structure has been set.
6.	Mike Ryan asked President Haneline to bring up any potential issues with grade change on Banner. While the electronic forms get many positive reviews, Vice-President Berghoef noted the reasons for change are limited in a drop-down menu and there is no other. This can lead to a disapproval from a department head. The process of having department heads review grade changes dates back to the paper forms. Senator Alspach also noted the change may happen on Banner immediately but is slower to migrate to MyDegree and other locations.
8.	Vice-President Berhoef brought up a concern raised at the August retreat about the inability to effectively use evaluations of online courses. He pointed out this leaves faculty who teach primarily online with no evidence to submit with portfolios and would like to find a way to handle this topic. Senator Isler pointed out the Senate endorsed a recommendation to consider use of IDEA forms but it was not specific to online. Senator Nash said that his college does online IDEA forms and it works well. President Haneline said that may be in part because they have expertise in Randy Vance. It was suggested that the issue be brought up with Robbie Teahan and a task force be formed to consider how to best handle this issue.
9.	For the October Senate meeting, the UCC manual discussion will focus on the changes within the manual. It was suggested that perhaps on the dual screen the old text and revisions could both be shown to emphasize what is a change. Other substantive changes could be proposed to the UCC and handled in the next revision process.

10	Senator Isler asked for a brief approval of the two new Rules Committee members- Chuck Drake from Engineering Technology and Anna Marie Gillespie from University College. This is in compliance with the structure set up by the original resolution.
11	The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Melinda Isler
Secretary