Minutes of Librarian's Meeting, August 17, 2021 (Zoom meeting; Votes via chat)

Attending: Heather Symon Bassett, Melinda Isler, Stacy Anderson, David Scott, Ann Breitenwischer, Mari Kermit-Canfield, Elise Bohn, Ben Boss, Dejah Rubel, Jason Bentley, Fran Rosen, Paul Kammerdiner, Peter Bradley

Absent: Ali Konieczny

Call to Order (Isler)
The meeting was called to order at 11:00 am by Melinda.

Approval of Minutes (Bassett)
The 6/22/21 minutes were approved as presented with one abstention (Fran R.)

Dean's Update (Bentley)
Please refer to the 'Dean's Update August 17, 2021' (see attached) emailed during the meeting.

Introduction of Peter Bradley & Discussion of Responsibilities (Bentley & Bradley)
Jason introduced Dr. Bradley to the group and discussed his new responsibilities within FLITE (refer to Dean's Update). Dr. Bradley moved into FLITE yesterday and is happy to help FLITE this year in his interim role as Executive Director for Faculty Affairs and Academic Information. Meetings will be scheduled with librarians in coming weeks to discuss work plans for the year. As systems are adjusted, Dr. Bradley will assume more responsibilities within FLITE including processing of time off requests for librarians, etc. In response to a question posed by Dejah, Jason verified FLITE CT reporting has not changed.

Lobby Table Service (Isler)
Melinda posed a question to the group as to whether or not a lobby table service should remain available through FLITE. Various considerations were discussed including noise levels, policy compliance and enforcement, workflow, the purpose of FLITE as an academic space, etc. The librarians voted in favor of discontinuing the lobby table service with four abstentions (Elise B., Ben B., Dejah R., Heather B.) and one no vote (Fran R.). As related to lobby table scheduling, Dave updated Rodney after the vote so he could contact CLACS regarding associated considerations.

Inclusion of CT's as Part of Librarians Meeting (Isler)
There was a request for CT staff to be included in librarians meetings or to have a regular all FLITE meeting forum that allowed for more collective discussion and decision-making. The group discussed existing meeting forums and associated considerations. While it appeared the group was in favor of more collective input to inform decisions, and better communications to disseminate decisions, it was agreed that more discussion of options was required. In the meantime, Melinda will contact administrative staff for their input as well.

Other (All)
Dave reminded the group that volunteers were needed for Founder's Day (9/2/21) and for a disc golf at FLITE (9/3/21). Dave will email updated sign-up information for both.

Dejah invited all to her wedding celebration at her home on September 9/17/21. Please contact her for more details.

Jason reminded the group to submit meal selections for upcoming FLITE/RSS College meeting occurring on 8/25/21.

The meeting adjourned at 12:02 pm

Submitted by: Heather Symon Bassett

Approved October 26, 2021

FERRIS STATE UNIVERSITY

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Dean's Update
August 17, 2021

Enrollment Remains Primary Focus

As we prepare for the start of classes in a few short weeks, we continue to see lower than expected enrollment among newly admitted students and sluggish rates of continued enrollment among eligible, continuing students. As of Monday, August 16, 2021, our enrollment is down 8.48% (headcount) and 8.08% (student credit hours) compared to 2020.

Campus	Student Type	201908 CNT	201908 SCH	202008 CNT	202008 SCH	202108 CNT	202108 SCH	Difference 202108 - 202008 CNT	Difference 202108 - 202008 CNT %	Difference 202108 - 202008 SCH	Difference 202108 - 202008 SCH %
Kendall	Continuing	567	6,547	500	5,610	416	4,615	-84	-16.80%	-995	-17.73%
Kendall	Dual Enrolled Continuing	44	132	18	54	5	15	-13	-72.22%	-39	-72.22%
Kendall	Dual Enrolled FTIAC	63	204	35	105	13	39	-22	-62.86%	-66	-62.86%
Kendall	FTIAC	76	987	79	1,029	62	783	-17	-21.52%	-246	-23.91%
Kendall	Graduate	19	183	9	111	7	93	-2	-22.22%	-18	-16.22%
Kendall	Guest Student	4	15	1	3	3	9	2	200.00%	6	200.00%
Kendall	Internal Transfer	4	52	3	39	2	21	-1	-33.33%	-18	-46.15%
Kendall	Readmit	14	147	11	78	16	149	5	45.45%	71	91.03%
Kendall	Transfer	56	631	59	693	62	735	3	5.08%	42	6.06%
Kendall	.	847	8,898	715	7,722	586	6,459	-129	-18.04%	-1,263	-16.35%
Main Campus	Continuing	5,666	75,855	5,601	74,089	5,078	67,222	-523	-9.34%	-6,867	-9.27%
Main Campus	Doctorate	0	0	1	9	17	119	16	1,600.00%	110	1,222.22%

Main Campus	Dual Enrolled Continuing	112	441	64	303	38	158	-26	-40.63%	-145	-47.85%
Main Campus	Dual Enrolled FTIAC	390	1,231	23	73	45	171	22	95.65%	98	134.25%
Main Campus	FTIAC	1,705	23,782	1,427	19,345	1,307	17,788	-120	-8.41%	-1,557	-8.05%
Main Campus	Graduate	44	332	48	531	36	314	-12	-25.00%	-217	-40.87%
Main Campus	Guest Student	1	3	0	0	1	6	1	.00%	6	.00%
Main Campus	Professional	158	2,280	133	1,951	155	2,237	22	16.54%	286	14.66%
Main Campus	Readmit	141	1,410	126	1,320	198	2,032	72	57.14%	712	53.94%
Main Campus	Readmit Graduate	4	20	5	18	4	32	-1	-20.00%	14	77.78%
Main Campus	Transfer	522	6,756	447	5,626	470	5,940	23	5.15%	314	5.58%
Main Campus	.	8,743	112,110	7,875	103,265	7,349	96,019	-526	-6.68%	-7,246	-7.02%
On-Line	Continuing	581	3,362	569	3,254	471	2,941	-98	-17.22%	-313	-9.62%
On-Line	FTIAC	0	0	3	44	4	30	1	33.33%	-14	-31.82%
On-Line	Graduate	53	362	62	420	47	297	-15	-24.19%	-123	-29.29%
On-Line	Readmit	81	432	55	358	78	433	23	41.82%	75	20.95%
On-Line	Readmit Graduate	2	9	1	9	3	15	2	200.00%	6	66.67%
On-Line	Transfer	119	760	86	576	120	784	34	39.53%	208	36.11%
On-Line	.	836	4,925	776	4,661	723	4,500	-53	-6.83%	-161	-3.45%
Other Campuses	Continuing	1,022	7,378	1,076	8,086	832	6,420	-244	-22.68%	-1,666	-20.60%
Other Campuses	Doctorate	17	116	0	0	0	0	0	.00%	0	.00%
Other Campuses	FTIAC	13	102	6	48	5	34	-1	-16.67%	-14	-29.17%
Other Campuses	Graduate	17	144	18	182	13	119	-5	-27.78%	-63	-34.62%
Other Campuses	Readmit	95	568	53	347	74	435	21	39.62%	88	25.36%
Other Campuses	Readmit Graduate	0	0	0	0	1	6	1	.00%	6	.00%
Other Campuses	Transfer	319	2,354	222	1,773	247	1,905	25	11.26%	132	7.45%
Other Campuses	.	1,483	10,662	1,375	10,436	1,172	8,919	-203	-14.76%	-1,517	-14.54%

Total	.	11,909	136,595	10,741	126,083	9,830	115,897	-911	-8.48%	-10,186	-8.08%

FLITE Occupancy
For the coming semester, FLITE will continue with lower overall occupancy. This adjustment provides for 3 ft. of physical distancing.

Description	3ft Adjustment
Overall (less JCM)	622
ALC	96
Jim Crow Museum	76

Onsite work continues..
With the expiration of temporary remote work agreements, I want to clarify and affirm the university's expectation of being onsite unless there is a health/ADA reason that is approved through Human Resources. This applies to all employee groups including 12-month faculty. If you have an accommodation request, please contact Human Resources to initiate the review process. Any employee with a health-related concern must proceed through this process with Human Resources.

In the event of a non-routine instance where there is a need for off-site work, the pre-COVID option and process remains available. In this process, all employees need to make a request and have approval from their immediate supervisor. This process occurs through TimeClock Plus by creating a new request with the selection of the "500 – Work Out Of Office" option from the Leave Code dropdown.

Welcome Dr. Peter Bradley!
I'm pleased to announce the appointment of Dr. Peter Bradley to a one-year, interim role as Executive Director for Faculty Affairs and Academic Information. In this role, Dr. Bradley will support operations as department administrator working with all faculty librarians and instructional faculty in the Developmental Curriculum Department. Dr. Bradley will help bolster day-to-day operations and further individual and collective work with the aim of advancing college and university strategic priorities. Dr. Bradley will also collaboratively assist with the assessment of instruction and learning outcomes, and program evaluation activities.

In addition, Dr. Bradley will also lead efforts to evolve the visualization of academic information. This will include emphasis on data governance, aggregation, access, visualization, dissemination and storage in partnership with thought leaders throughout the university community. Through this work, he will help advance our ability to make data-informed decisions and continuously improve data maturity, assessment, and improvement – especially those improvements aiding efficiencies, resource optimization, enrollment and equity.

Respectfully submitted: J. Bentley, Interim Dean