

**Ferris State University  
Academic Senate Special Meeting  
Tuesday, November 25, 2003, 7:00 p.m.  
Center for Student Services, Room 201 V&W**

I. **Call to Order: President Papo** called the meeting to order at 7:05 p.m.

II. **Attendance**

**Senators Present:** Abbasabadi, Alspach, Bandstra, Carter, Cron, Dickinson, Drake, Griffin, Hanna, Jakubowski, Jewett, Jones, Loesch, Lovsted, Nagel, Nelson, Papo, Parry, Stern, Stein, Tymes,

**Senators Absent:** Berghoef (excused), Conati (excused), Dakkuri (excused), Ferdowsi (excused), Hettiarachchy, Johnson (excused), Jones (excused), Liszewski (excused), Martin, Marine, Konrad (excused), Parks (excused), Sanderson (excused), Schmidt, Thapa, Vermeer, Watson, Wilson

**Guests:** Dean William Potter, Dean Michelle Johnston, Asst. Dean Rosalyn Templeton, Ron Greenfield, Woody Neumann, Jack Buss, Rick Eldridge, Doug Fonner, Jim Mayhew, Carrie Forbes, Matt Altena, Mary Cairy, Denise Mitten, David Frank, Ellen Haneline, Michael Keating, Susan Hastings-Bishop, Julie Coon

III. **New Business**

**Academic Program Review Recommendations**

**President Papo** opened the meeting by thanking the committee for their hours of work and turned the meeting over to Dr. Jack Buss, Chair, Academic Program Review Council. Dr. Buss began by introducing the members of the Council, and thanking them. Members present were: Jim Bandstra, Jim Mayhew, Woody Neumann, Randy Stein, Doug Fonner, Michael Keating and Carrie Forbes.

Dr. Buss explained the responsibilities of the Council. The process takes approximately one year. A chair for each review panel is selected and approved. In December each panel submits an evaluation plan and a budget. The budget is sent to the Vice President of Academic Affairs for approval.

During winter semester of each academic year, the panel begins to collect data from graduates, employers, current students, faculty who may have knowledge of the program and the advisory board of the program. During the summer the panel compiles the data received and writes its report.

Reports are presented to the Academic Program Review Council during the second week of September, approximately ten months from their notification of review. The Academic Program Review Council begins meeting at that time, reviewing documents presented by each program to be reviewed and preparing questions for each panel. Questions are then submitted via email to the panel. The Council then meets with the panel for approximately one hour, discussing the report and the answers to the questions asked previously. A criteria summary is then developed, followed by preliminary recommendations. This cycle is continued until all programs are interviewed. The last interview took place on November 6, 2003. On November 18, 2003, this information was presented to the Academic Vice President and the Academic Senate Executive Board.

Dr. Buss explained that the Academic Program Review Council would like to streamline the process. The Council would like to have a limitation set on the number of programs to be reviewed.

The Academic Program Review Council recommends that nine programs be continued. These programs are:

- BS in Applied Biology
- BS in Applied Mathematics

The programs listed above function primarily as a service department and most courses would be taught even if there were not a program. The Biology program has expressed concern regarding equipment needs also.

- BS in Advertising
- BS in Public Relations

The two programs listed above are in a college with significant enrollment decline that has impacted programs.

- BS in Dental Hygiene
- BSN

The two programs listed above have had considerable staff turnover and have had problems with internal organization.

- BS in Teacher Education – Secondary/Vocational Education
- M.Ed in Curriculum and Instruction
- AAS in CAD Drafting Tool Design Technology – Expressed equipment concerns for the future.

The Academic Program Review Council recommends that two programs be continued with monitoring. These programs are:

- BS in Environmental Health and Safety

The above listed program has very low enrollment and has been completely restructured.

- BS in Recreation Leadership and Management

The above listed program has experienced considerable staff turnover and low enrollment for the number of faculty.

The reviews of all programs listed above, as well as the General Recommendations and Recommendations Concerning the Academic Program Review Process are Attachment A of this document.

#### IV. Announcements

**President Papo** distributed to Senators present a document in response to the General Education Task Force report from Dr. Tom Oldfield, Interim Vice President for Academic Affairs. This document will be distributed campus-wide on December 2, 2003 by Dr. Oldfield's office.

#### X. Adjournment – President Papo adjourned the meeting at 9:10 p.m.

Respectfully Submitted,

Approved,

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Robert Loesch, Secretary

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William Papo, President,