

Deans Council
Tuesday, August 31, 2004
CSS 302
8:30-10:00 a.m.

MINUTES

Present: Michael Harris, Michelle Johnston, Bill Potter, Robbie Teahen, Matt Klein, Jacque Hooper, Don Green, Kevin Alexander, Tom Oldfield, Richard Cochran, Chuck Matrosic, Dave Nicol

Absent: Ian Mathison

Handouts: Agenda
FLITE Log – August 2004

Announcements:

Michelle Johnston noted that the College of Education and Human Services has received verbal approval from the Michigan Department of Education for a \$179,000 grant for improving teacher quality in partnership with the College of Arts and Sciences. The colleges will be working with the Newaygo Intermediate School District to improve the teacher education program and student achievement in that area.

Jacque Hooper noted that the College of Allied Health Sciences and Michigan Works! West Central collaborated with four other Michigan Works! Agencies, the Alliance for Health, and several community colleges to submit an application to compete for one of 12 Regional Skills Alliance (RSA) grants offered through the Michigan Department of Labor and Economic Growth (MDLEG). David Hollister, the Director of the MDLEG announced on August 26, 2004 that our proposal to create a West Central Michigan Health Care RSA was awarded \$88,000. A thirteenth RSA was funded for \$100,000 by the Michigan Economic Development Corporation (MEDC). Governor Granholm worked with the MDLEG and the MDEC to earmark funding to create RSAs to encourage the development of locally-managed partnerships designed to identify solutions to workforce issues and promote economic growth.

Richard Cochran noted that several libraries participating in the Michigan Library Consortium's Digitization Committee (to which Richard belongs) and the State Librarian (Christie Brandau) are sending forward a grant proposal in September to the National Endowment for the Humanities. Because of other successful projects undertaken in Michigan, the NEH has encouraged the group to submit a proposal (\$100,000) that will fund digitizing a collection of Michigan newspapers for the period 1900-1910. During a mid-August conference call, grant participants agreed to focus on the development of the automotive industry, so at least one Detroit newspaper run will be included). ProQuest, formerly University Microfilms International, of Ann Arbor is collaborating with the group and has agreed to digitize the newspapers. When the project is completed, all Michigan citizens will have free access to the new digital collections.

Michelle Johnston routed a copy of the newsletter *Dean and Provost*, indicating that the publication includes very helpful information.

Richard distributed the *FLITE Log* and referred the deans to the statistics on “Total Checkouts of Books” on the back side. Dr. Harris requested comparison information in the next issue.

1. Faculty Searches

Michael Harris asked the deans about their college’s process for tenure-track faculty searches. When are Hiring Approval Forms processed? What are the concerns? Several deans explained their process and areas of concern include: budgets; slow process. Dr. Harris indicated that the process for approving vacancies needs to be put on an academic cycle, not when a vacancy occurs. He will be instituting a process that will require the deans to submit requests sometime in May for hiring for the next academic year. The requests will serve as a discussion document on what positions will be filled, how, new positions need, etc. In the meantime, Dr. Harris asked deans for a summary on past/current searches, status, failed, challenges, etc.

Discussion was held on qualifications required for faculty. Dr. Harris noted the need to push the level of degrees required to a higher level, but there is the argument for looking at the required degree on a case-by-case basis.

2. Career Development and Services Survey

Don Green noted that the President is concerned about services available to students in upfront counseling in career paths. Don explained that he and Dan Burcham looked for benchmark information on what other universities are doing and how technology is being applied to those services. A survey was developed and sent to a small group of Ferris staff who were asked to report on their view of Career Development and Services. Don noted that he and Dan Burcham will prepare a report in September. Deans expressed concerns that there was confusion on what the survey questions were for – unclear directions. Deans also noted it would have been helpful to have been involved in the development of the survey. There needs to be more collaboration between divisions.

3. Contract Maintenance

Dr. Harris reported on the Contract Maintenance meeting held yesterday afternoon. He noted that Michelle Johnston, Matt Klein, Bill Potter and Tom Oldfield attended the meeting also.

In response to several questions on Post Tenure Review (PTR), Deans were directed to use the 1998 PTR document because of the pending unfair labor practice filed on the new PTR document. A survey noted that all colleges were using the new PTR document except University College and the College of Education and Human Services. A confirming memo will be sent to deans with a copy to Rick Griffin.

4. Accreditation

Dr. Harris noted the recent e-mail sent by Gretchen Spedowske. She will be developing a database of accreditation.

Dr. Harris directed the deans to submit all self studies to the Academic Affairs office for review and approval before being sent to the accreditation agencies. For planning

purposes, Colleges need to provide at least a week for review and allow time for any necessary changes to the self study.

5. Safety Message

Marty Bledsoe has asked that a safety message be shared with faculty who, in turn, could inform students. The message will be forwarded to deans via e-mail.

6. Student Trip Requests

Dr. Harris noted the e-mail sent last week indicating that deans now have signature authority on student trip requests. The Academic Affairs policy letter will be updated to reflect that change - timelines and process will remain the same.

7. Administrative Teaching

After reviewing previous Deans' Council minutes, notes, and e-mails from deans, Dr. Harris indicated that administrators will not be required to teach, but will be strongly encouraged to do so. In the future, no pay will be given to administrators (deans, associate/assistant deans and department heads) to teach. Whatever commitments have been made for this academic year will be honored. If an administrator wants to teach a one-week course and use leave, then payment can be made.

8. General Education

Dr. Harris noted that he has concerns about general education at Ferris, its flexibility, and equivalencies. He asked deans to begin looking at the long-term implications of the current general education requirements for further discussion. Concerns were expressed over a possible transition as general education is reviewed and how it would be perceived politically. There need to be a more philosophical discussion and education of the campus on general education.

Discussion was held on the best way to proceed. Should the general education committee's recommendations be accepted and used for a two-year period, while further discussion is held and the campus is educated on the general education philosophy? Should those items that can be changed quickly be changed and use the forthcoming committee reports as a basis for discussion/education during the next year and then make a comprehensive change? It was noted, however, that any serious general education reform can take three to five years. This item will be returned to the agenda for further discussion.

9. Sharing Account Operational Efficiencies – Klein

Matt Klein would like to have his account clerk visit other colleges in an effort to share accounting efficiencies. It was suggested that all account clerks meet as necessary to discuss suggestions. Matt Klein, with the assistance of Gina Knight, will facilitate the meetings.

10. Response to Student E-Mail Complaints – Matt Klein

Matt Klein noted that technology now allows for students to send e-mail complaints to the entire campus in some instances. Who should respond? Dr. Harris noted that when student complaints reach his office, he refers them to Gretchen for review and response as appropriate. In most instances, the academic unit/dean should respond. Neither Dr. Harris nor the President need to be copied on the response unless it's a very serious issue.

11. Acceptance of Transfer Credits from Non-Regionally Accredited Institutions – Hooper

Jacque Hooper has found that some transfer credits from non-regionally accredited institutions have been accepted. What is the University's stance? After discussion, it was determined that the policy has been not to accept transfer credits from non-regionally accredited institutions – any that have been accepted were in error. Tom Oldfield will check on whether there's a written policy pertaining to this. If not, one will be drafted.

12. Other

Copies of the College of Education and Human Services "SupFac/Vacant Position" form was distributed as an FYI.

A list of the Academic Affairs representatives to Banner teams will be sent to the deans in the near future. A meeting of the representatives will be convened.

**Deans' Council meetings will be changed to 8:30-11 every other Tuesday.
Food will be provided.**