

October 11, 2011 DEANS' COUNCIL Meeting Minutes

Present: Mindy Baumgartner, Julie Coon, Mike Cooper for Dave Nicol, Steve Durst, Fritz Erickson, Don Flickinger, Don Green, Robin Hoisington, Michelle Johnston, Ron McKean, Leah Monger, Bill Potter, Karen Strasser, Robbie Teahen, Kim Wilber
Guests: John Urbanick and Joe Strohkirch

Classroom Technology Upgrades Processes

Guests John Urbanick and Joe Strohkirch were present to discuss a process for upgrading classroom technology. Joe distributed a document (LSOA\Room Package Catalog) intended for information, reference and discussion, and he outlined the procedures that are being put in place. Colleges are welcome to send him input regarding what they see as possible directions for their future classroom IT needs.

To begin the process of classroom upgrades, a TAC work order is required. For projects estimated at \$25K and over, a Project Planning form available from the Physical Plant will also need to be completed. The TAC procedures allow for a cost estimate to be done and the estimate will have a contingency factor built in for unanticipated overages. Joe related issues surrounding the IT upgrade in the College of Pharmacy to highlight design and other IT issues that occurred during their classroom upgrade. One of the main issues taken from that project is that components should be standardized where possible. Joe and John welcomed input from the Colleges regarding the Room Package Catalog document since processes are evolving at this time. Joe will create a link on TAC's Webpage for access to the LSO A\Room Package Catalog document so that it can be shared with others. John and Joe were thanked for sharing this information regarding classroom IT upgrading procedures.

Justification for Replacement of Position #F11193, Tenure-track Faculty - CAHS

Julie Coon presented a justification for the replacement of position #F11193, tenure-track Faculty Position in Nursing that will become vacant upon a faculty retirement. After discussion concluded, the vote was unanimous for the CAHS to begin the HAF process to replace the vacant position.

Back-Dating of Degrees

Don Flickinger discussed decisions made regarding the earlier issue of back-dating of degrees. The date issued on all degrees must stay within the parameters of a six-week period occurring directly after each commencement. This timeline, established for the Registrar's Office to finalize a degree, is in effect for all semesters. As an example, if a student was enrolled in a Ferris program during AY 2008-2010 but went through a commencement ceremony without completion of a course until 2011, the degree will not be back-dated to 2010 but will be dated when the degree is finalized after the most current commencement ceremony takes place.

Red Cross Fee Structure

Michelle Johnston discussed new Red Cross certification fees which may affect students in many programs as there are new fees attached to several courses required for certification. Michelle will convene a group of deans to discuss this issue and will bring back more information for discussion at a future Dean's Council meeting.

Course Capacities

Fritz Erickson opened a discussion on the topic of course capacity. The Course Cap document was reviewed for accurate course capacity information and explanation.

Action: Review the document for discussion at future Deans' Council meetings.

Ferris Graduate Follow-Up Survey (Handout)

Robbie Teahen discussed the Graduate Follow-Up Survey instrument scheduled to be mailed to Ferris grads next week by the Office of Institutional Research and Testing. Several of the survey questions are required to be included due to federal requirements. The survey instrument was reviewed for possible future changes including opportunities to shorten it if possible.

Discussion also included ways to see a potential improvement on the number of survey returns. Ideas included possible collaborative efforts with FSU's Alumni Office where the survey could be included with their mailings in conjunction with the Ferris homecoming or other alumni activities. Other discussion included benefits if any of offering surveys online over sending out hardcopy survey instruments, and if the survey should be customized to each college and sent with an introductory letter from the dean. Robbie plans to discuss the survey with the Institutional Research Office staff and bring back information to share at a future Deans' Council meeting.

Summer Semester Deadlines

Don Flickinger gave a reminder of the deadlines for the upcoming Summer Semester. We are operating under deadline dates established in the FSU/FFA Agreement, Section 7.7, Summer, pages 29-32.

Don Flickinger gave an update on the Full-time non-tenured faculty (FNTFO) negotiations.

College's Ongoing Enrollment Discussion

Continuing dialog on the colleges' review of their fall enrollments was tabled due to time constraints. This topic will continue on future DC agendas.

Academic Dean and Associate Provost Search Committee Status:

Candidates are currently under review by the FLITE dean search committee.

A request for proposal (RFP) has been sent to a search firm for Colleges of Allied Health Science, Arts & Sciences and Engineering Technology dean searches. A University-wide notice will be sent to announce search committee member names for these committees as soon as they have been identified.

The Grant Director search committee has completed its candidate review and will be contacting candidates for interviews.

The Transfer Center search committee has completed its candidate review and will be contacting candidates for interviews.

Accreditation Team Site visits:

The Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS) site team met today with the Sonography program. The American Council for Construction Education (ACCE) site team met today with the Construction Management program.

Roundtable

Fritz Erickson relayed information from his recent travel to Washington D.C, where he met with other Provosts at the Educational Advisory Board. He asked for input from the deans on the potential to create a model for Deans' Council team building activities.

Steve Durst announced that good progress has been made toward the College of Pharmacy's strategic planning initiatives.

Bill Potter said that he will be asking the colleges to help clarify their processes for direct credit and articulation with secondary schools.

Leah Monger said that the FLITE construction plan for the Jim Crowe Museum is progressing well and construction may begin next month.

Ron McKean stated that Cadillac city council leaders plan to announce an "Innovation Center," which will create opportunities for collaborative efforts and possible internships for our students. Ron will follow up as he hears of more information.

Kim Wilber asked the deans to carefully review Personnel Action Forms (PAFs) and Hiring Approval Forms (HAFs) before they are approved and sent to the Provost's Office. A training session will be organized for the deans and their staff who handle PAFs and HAFs.

Robin Hoisington thanked the deans for their efforts to submit their operational efficiencies list in a timely manner. Don Flickinger reiterated that the colleges do not need to include their college accomplishments in this report but they should only focus on their operational efficiencies. The Operational Efficiencies Report is submitted by the FSU Budget Office to the State of Michigan on an annual basis.

Robin Hoisington noted that the names of three honorary doctorate candidates have been submitted to the President.

Submitted by Robin Hoisington