

February 7, 2012 DEANS' COUNCIL MEETING MINUTES

Present: Mindy Baumgartner, Julie Coon, Mike Cron, Steve Durst, Fritz Erickson, Don Flickinger, Tracy Powers for Don Green, Robin Hoisington, Michelle Johnston, Ron McKean, Leah monger, Dave Nicol, Bill Potter, Karen Strasser, Robbie Teahen, Kim Wilber

Guests:

Rick Christner, Associate Vice President and Linda Golden, Financial Services Manager, were present to give an overview of the new Concur Travel and Reimbursement Processes

Deedee Stakely, Director of the Transfer Center, was present to give an overview of the Transfer Center services

Concur Automated Expense Reimbursement and Travel Management System

Rick Christner and Linda Golden presented an overview of Concur Premier and distributed information on this new automated expense reimbursement and travel management system. The Concur system has been created to simplify travel arrangements and expense reports, help eliminate manual data entry and eliminate paperwork as much as possible. Plans are to make the system integrate with the Banner and travel cards systems and create a method for electronic approvals. They discussed current travel and expense reimbursement procedures and compared them to future processes that will include online travel booking, auto-populated expenses and automated compliance. The project timeline includes current training and initial set-up. Concur testing will be done in March and April. The project pilot will be done at Kendall in May through June, and the launching phase is planned to be scheduled by unit/group in July. It is planned that the transition to Concur will be completed by October of 2012.

Ferris State Transfer Services Center Information

Deedee Stakely presented an overview of the FSU Transfer Services Center and distributed information on the Transfer Center services, including a glossary of the many terms identified with the Transfer Center, such as career technical education, secondary and postsecondary articulation agreements, direct credit, dual enrollment, Transfer Guides, and the Early/Middle College High School Initiative. She outlined the mission of the Transfer Center and further discussed secondary statewide articulation agreements. She noted that the processes for articulation agreements are being reviewed in order to streamline them and make them as efficient as possible. She also further discussed postsecondary articulation agreements, dual enrollment, direct credit and Transfer Guides.

Vacant Position Discussions

Ron McKean presented a justification to fill vacant F11256 Surveying Engineering faculty position. After discussion concluded, the vote was unanimous to post this position.

Michelle Johnston presented a justification to fill a tenure-track in Criminal Justice. After discussion concluded, the vote was unanimous to post this position.

Over

Campus Life/Residence Hall Discussion

Fritz Erickson began a discussion on campus life and what could be done to make it more appealing for our students. He discussed a concept of creating specialty dorms and asked for feedback on this idea. He plans to bring the topic of adding value to campus life and enhancing student conveniences through specialty dorms to future DC's for further discussion and brainstorming.

Faculty Professional Week 2012

Bill Potter asked for input on the 2012 Faculty Professional Week activities.

FNTFO Negotiations

Don Flickinger gave a brief FNTFO faculty negotiations update report.

Financial Aid Policy

Paul Blake distributed information on new federal regulations that affect how a student withdraws from Ferris courses. He discussed the new FSU Financial Aid Policy for the "Part of Term" withdrawals and noted the importance of the colleges identifying an individual who could be available to assist students with filling out the appropriate form (attached to the informational handout explaining the procedure/processes regarding total versus partial withdrawals). Paul explained that former financial aid processes included the withdrawal of a student from cours(es) in multiple parts of the term was considered a partial withdrawal or drop. However, according to new Federal regulations, these types of withdrawals or drops need to be processed like a total withdrawal with funds being returned to the Federal Government as appropriate. The Financial Aid Office must have this new procedure in place to ensure compliance with federal regulations and to maintain the ability to provide financial aid to our students.

Degree Processing

Paul Blake discussed for degree processing and stressed the importance of having standardized information and deadlines distributed to students so that it is consistent across the colleges.

Blackboard Learn 9.1 Transition

Robbie Teahen discussed the upcoming transition to the Blackboard Learn 9.1 platform. She stressed the importance of faculty preparing now for the transition because all courses using FerrisConnect must be switched to Blackboard Learn 9.1 by Fall Semester of 2012. There are many resources available to support those who need it, including assistance from faculty trainers in the colleges, instructional technologists from the Faculty Center for Teaching and Learning, members from the Blackboard Learn 9.1 Transition Core Team, plus Web pages devoted to course management systems. Many faculty and staff members have participated in Blackboard training since July of 2011 and several faculty members have been using Blackboard Learn 9.1 this semester.

Michigan ACE Network

Robbie Teahen discussed the Distinguished Woman in Higher Education Leadership Award offered by the Michigan ACE Network for Women Leaders in Higher Education.

Respectfully submitted by Robin Hoisington