

## **Deans' Council Charter and Operational Plans**

### **Purposes**

The purposes of the Deans' Council include, but are not limited to, the following:

- Share Information
  - From President's Council
  - From external sources
  - From campus constituencies
- Gain Perspective
  - Higher education in general
  - Ferris specifically
  - Cross-cutting issues
  - Current agendas, issues, and initiatives
- Advise the Provost/Vice President for Academic Affairs
  - Develop and recommend academic policies
  - Provide input and feedback on budget development
- Encourage collaboration
  - Across colleges
  - Across divisions
  - With relevant external entities
- Create a forum for academic planning
  - mission advancement
  - academic priorities
- Deliberate on items brought to it by the Academic Leadership Council
- Delegate projects or assignments, as appropriate, to the Academic Leadership Council or other individuals or groups

### **Responsibilities**

The Provost/VPAA's Office is responsible for preparation of the agendas and distribution of materials. However, it is the responsibility of all members to assure the success of the group through active participation, contributions to agenda development, and sponsorship of items of shared interest.

### **Membership**

All deans are members of the Deans' Council, which at this writing includes the following:

- Dean of Allied Health Sciences
- Dean of the College of Arts and Sciences
- Dean of the College of Business
- Dean of the College of Education and Human Services
- Dean of the College of Engineering Technology
- Dean of the Library
- Dean of the Michigan College of Optometry
- Dean of the College of Pharmacy
- Dean of the College of Professional and Technological Studies
- Dean of the University College

In addition to the above-listed 10 deans, the following individuals are members of the Deans' Council:

Provost/Vice President for Academic Affairs  
Associate Provost(s) for Academic Affairs

Other Academic Affairs staff members will also regularly participate and one will be responsible for preparation of minutes.

### **Meeting Schedule**

The Deans' Council will meet two times each month, typically on Tuesdays from 8:30 a.m. until 10:30 a.m., except on Senate days when the group will begin the meeting at 8:00 a.m. and end the meeting by 9:50 a.m. As needed, an additional meeting will be held jointly with the President's Council. One Tuesday of each month will be reserved for Task Forces and other Deans' meetings. In months with a fifth Tuesday, no meeting will be held on that day<sup>[FSU1]</sup>. Deans' Council meetings will rarely be cancelled.

### **Attendance**

Deans are expected to attend Deans' Council meetings whenever possible. When a dean is not able to participate, that person should be represented by an administrative replacement, such as an associate dean, assistant dean, or department head.

### **Agenda Development and Distribution**

Suggestions for agenda items and any relevant backup materials should be provided to the Executive Secretary to the Provost at least five calendar days ahead of the planned meeting (by Wednesday of the prior week). Late submissions will be accepted if time is available on the agenda. Tentative agendas and background materials for any discussion topics will be provided at least 3 days ahead of the meeting (by Friday of the week preceding the meeting).

Each year the Deans' Council will identify a maximum of five major themes to guide agenda development. In earlier years (for example, in academic year 2007-08) identified themes included assessment, online learning, curriculum, collaboration. Major themes/initiatives for each year will be determined by December and developed annually by June<sup>[FSU2]</sup> of each year.

### **Operational Strategy**

Task groups will be convened for major projects of the Deans' Council and will operate for as long as the projects require. Some may be ongoing over years, such as assessment and curriculum, while others may be one-time events. Task force members will be appointed by the Provost/Vice President for Academic Affairs, but volunteers and nominees will be sought for all such work groups. When task forces share their information with the Council, the chair or a member of the task force will serve as the sponsor of that agenda item and as the discussion facilitator at the Deans' Council meeting.

Guests will be invited whenever their participation adds to advancing the purposes of the group. When guests are invited, the Deans' Council will be provided an opportunity to submit questions for the guest to address so that presentations are more likely to meet the group's expectations. Examples would include presenters on areas of shared interest, such as recruiting, admissions, marketing, student services, and faculty development.

**Communications**

After review and approval by the Deans' Council, copies of the minutes will be distributed to department heads, assistant deans, associate deans, the President's Council, and posted on the Academic Affairs website.

See Attachment A for additional communications expectations.

**Evaluating Effectiveness**

The Deans' Council will review its effectiveness as a group at least once each year, usually in June; discuss the findings and make recommendations for improving its effectiveness. An evaluation form will be developed and approved by the Deans' Council for use in evaluating the group's performance.

### **Deans' Council Communications Considerations**

E-mail correspondence from Deans' Council members should not be forwarded to others without the permission of the originator.

Deans' Council members should remember that many e-mailboxes are read by support personnel to some deans and vice presidents.

Although "sharing information" is one important purpose of the Deans' Council, many of the items that are simply "informational" and require no dialogue should be sent to members via e-mail.

Deans are expected to bring information to share at Deans' Council meetings and to participate actively in conducting the work of the group.

When a topic is identified as a confidential topic, it is expected that members will not share this information with others who are not members of the group, except in cases where university interests are being compromised.