

University Graduate and Professional Council
2009-2010
Minutes October 23, 2009

Members present: Nancy Lashaway-Bokina, Doug Blakemore, Anita Fagerman, David Scott, Randy Vance

Edd Representatives present:
Michael Cooper, Roberta Teahen, Don Flickinger, and Bea Griffith-Cooper

Previous Business:

The purpose of the October 23, 2009 meeting was to meet with representatives from the Professional Doctorate in Community College Leadership program to discuss the EdD program. An agenda was prepared in advance and followed. The meeting lasted six hours.

The desired goals of the meeting were first discussed and identified as follows:

1. To establish a partnership between the UGPC and the EdD Director.
2. To address questions on policies and procedures related to the EdD and to solidify an agreement to move forward with policies and procedures development.
3. To receive curriculum review from the UGPC so that the curriculum could move forward to the UCC on Monday 10/26/09.
4. To discuss the EdD Director's role and resources.
5. To understand the logic of housing the EdD program in the Provosts office.

The EdD Director's role was then discussed. Dr. Michael Cooper was placed in the role as Director of the program effective Monday 10/19/09 and given ½ release time for the position. It was discussed that secretarial help from the VPAA's group would also be provided. The UGPC expressed concern that the release time was most likely not enough and that secretarial help will be vital to the success of the program.

The Logic of housing the program in Provost's office was discussed in length. The EdD representatives explained that the Provost's office was selected because this is one of the first interdisciplinary team-based doctorate level programs at Ferris; furthermore this program will be a model consisting of subject matter experts, technology, and instructional designers. It was explained that the EdD program involved object-oriented design and was modular in nature; Ferris views this as very exciting opportunity.

Concerns of housing the program in Provost's office were expressed. It was noted that there is no formal administrative structure such as departments and a Dean under the current location; as such there are numerous policies and procedures needing to be developed. Anita expressed concern that faculty and administrators should consider this program in the upcoming FFA Contract negotiations. Doug expressed concern that the program being housed in the Provost's

office would result in the program having too much “ear from the VPAA”; Doug explained that in the Academic Colleges the programs have a department, and the departments have a head/director who reports to a dean who then reports to the VPAA. With this program bypassing departments/colleges/deans, it will receive too much favoritism from the VPAA. Several favoritism examples were then identified during the meeting showing how the EdD program has already received opportunities above and beyond what other programs at Ferris receive. A big concern expressed by the UGPC was that this EdD program being housed in the Provost’s office is precedent setting and caution must be taken.

The planned launch date of the EdD program was discussed. Great concern was expressed by the UGPC about the aggressive move to get the program approved and launched by Summer 2010. It was noted that there has been a great deal of “dancing out of the lines” of curriculum approval process with such things as the UGPC meeting Summer 2009 to review the initial curriculum package. The discussion turned to contingency plans for program commencement and it was suggested that alternative options for launching the EdD after Summer 2010 should be developed and considered.

Resources and the budget were then discussed. Robbie provided a cost breakdown of the program; she explained the program must be “revenue neutral” (or better) and the VPAA’s office has already allocated \$250,000 to the development of the program. Robbie explained the budget was still being refined. (See page 4 of this document for further budget information.)

It was explained that marketing of the program is planned through the College of Professional and Technological Studies because it has a large network that it uses.

The curriculum was reviewed at length. The discussion question the existence of pre-requisites and co-requisites. It was noted that a 3 credit hour dissertation phase was added to the curriculum since the UGPC’s review in Summer 2009. The additional 3 credit hours are to account for the basic statistical concerns expressed by the UGPC in Summer 2009 and are intended to give students the opportunity to seek needed assistance on the statistical methods being used in their dissertations.

The following curriculum items were identified as needing improvement:

#	Item	Improvement Needed
1	Form A	Better explain why this program is an EdD and not a Ph.D. or D.B.A. The explanation should directly connect to Ferris’ mission statement.
2	Form B, new	Send a Form B to The Writing Center. The ability of the Writing Center to assist EdD students will be important.
3	Form D, pg 54	Add Dissertation Milestones for IDSL 898. In other words, add a separate row in the checksheet for each dissertation phase.
4	All Form F’s	Check for 75 word limit for the catalogue description. Consider matching the Form E “course descriptions” to the Form F “catalogue description”

#	Item	Improvement Needed
5	All Form F's excluding IDSL 805	Make IDSL 805 a pre-req to all courses
6	IDSL 815, Form E & Form F, pgs 61-62	Change the number of IDSL 815 to IDSL 835 – to correspond w/ proposed course sequencing.
7	IDSL 840, Form E, pg 71	Clarify outcome 3.
8	IDSL 845, Form E, pg 74	Clarify outcome 3.
9	IDSL 865, Form E, pg 83	Consider replacing “Human” in the course title w/ “Workforce”; replacing “employee” in outcome 1 w/ “workforce”; replacing “human” in outcome 4 w/ “workforce”
10	IDSL 870, Form E, pg 86	Consider including “voice of the customer”.
11	IDSL 894, Form E, pg 95	Clarify the wording in outcome 2 so that it reads “...it relates to the <u>community college program</u> outcomes...”
12	IDSL 898, Form E, pg 101	IDSL898 (the dissertation course) will most likely need clearly identified objectives and assessments at each milestone. Placing a reference on Form E to the “Overview of Dissertation Options” (pg 45-47) will help, but it is likely that the “Overview of Dissertation Options” (pg 45-47) will need to have these objectives and assessments clearly identified before final curriculum approval. (In other words, the draft needs to be completed.)
13	IDSL 898, Form F	Each phase of the dissertation needs some pre-requisites credit count that is incrementally increasing with each phase. Furthermore the two stats/research based classes (IDSL 840 and IDSL 845) are needed as prerequisites for all dissertation activities starting with the third dissertation phase
14	FSU Professional Doctorate Program Overview pg 102-103	(1) For each course, it would be helpful to clearly indicate the credit hours breakdown of online vs. face-to-face. (2) Pg 102, Spring 2011: Remove “2 hr guided study of statistical concepts”. Needed concepts in sampling will be covered under outcome 2a,b. (3) Pg 102, Summer 2011: Remove “Self-directed study in advanced statistical concepts as needed”. Needed statistical concepts in will be covered under all outcomes through 4 th credit hour (3 + 1 = 4 credit hours)
15	Course sequencing and timing	Consider creating a gannt chart to show the course sequencing. It is now understood that <ul style="list-style-type: none"> Semester content courses run sequentially – each for 7.5 weeks (accelerated pace) with contiguous weekends serving course wrap-up and course start-up Dissertation course runs through the semester (i.e. 15 weeks) Make certain this sequencing is clearly communicated in the curriculum proposal.

A list of things that the UGPC “agrees to” and has “reservations/concerns with” was discussed and developed throughout the meeting. The list is as follows:

The UGPC “Agrees” that	The UGPC has “Reservations” about
Dr. Michael Cooper is a good selection as the Director of the EdD program	As Director of the EdD program, Dr. Michael Cooper does not have enough release time to devote to the program. (Half time is not enough to make this a successful program.)
Secretarial support for the program (at least at ½ time) is needed	A job posting for the secretarial support is vital and needs to take place immediately.
The interdisciplinary nature of the program is a positive attribute of the program.	This program is precedence setting and will have ramifications on all future Ferris programs by being uniquely housed in the Provost’s Office. This is a significant concern.
A partnership with the EdD Director and UGPC to develop policies and procedures is important.	<p>In light of the Summer 2010 planned start date of the program, there is a significant lack of policies and procedures in place.</p> <ul style="list-style-type: none"> • For example, how will the program be run? • There needs to be a clear policy related to team teaching that includes how the team is split in its teaching roles.
Regarding the budget, the assumptions of the expected number of students and attrition rate are probably about right.	<p>Regarding the budget,</p> <ul style="list-style-type: none"> • the amount for the EdD Director is too low • the amount for Administrative support (in light of the plan to hire a ½+ time secretary) seems too low • the amount for faculty seems too low • the amount for FLITE is too low (it should read \$10,000). • there may need to be an increase in tuition faster than what is proposed
Having a subgroup of the UGPC that can work with the EdD Director to developing policies and procedures is a good idea (with the understanding that only the entire UGPC will approve the work of the subgroup).	

Throughout the meeting the following items were identified as needing to be considered:

1. Determine FFA Contract implications
2. Determine what policies this program impacts by being housed in provost's office.
3. Determine qualifications of faculty for online teaching.
4. Determine a go/no go date for launching the EdD Summer 2010.
5. Establish a contingency plan if Summer 2010 cannot happen.
6. Update Curriculum content as appropriate.
7. Create a FerrisConnect Administrative course room to ease the facilitation of communicating and sharing information.

Meeting adjourned: 2:00 pm

Respectfully submitted,

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2009-2010 Chair, University Graduate and Professional Council