

UNIVERSITY OF MICHIGAN-FLINT

Council of Deans Meeting

Thursday, April 28, 2011

2:00 p.m. – Graduate Programs Conference Room,
251 Francis Willson Thompson Library

~ *Minutes* ~

Members Present: Mary Jo Finney, Donna Fry, Vahid Lotfi, and D. J. Trela

Gerard called the meeting to order at 2:00 p.m.

Approval of Minutes ► The minutes of April 14, 2011 were approved.

Budget Planning ► Vahid explained the steps he took to create a three-year budget projection for the School of Management. Using a handout without listing any actual figures, Vahid went through the steps. He explained that he was assisted by Jerry Glasco and Christie Brownell from the General Budget office, along with Dennis Fattaleh from SOM. A budget plan can help determine the current enrollment growth, whether current spending patterns should continue or help identify areas to cut. The basic model can be adapted for any school or college on campus. Vahid shared that it is worth using recruiters, especially for the MBA. The projection helps decisions on spending patterns. There was a long discussion on the budget process. Vahid offered to assist the deans if they would like more information on their budget model.

Annual Dean and Provost Feedback Surveys ► Gerard spoke earlier with Eric Freedman, incoming chair of Governing Faculty regarding feedback surveys for the Deans and Provost. There was a short discussion regarding the number of questions for the feedback surveys and it was thought four to six questions with one open-ended section would work and that the executive committee should receive the results. The feedback surveys should stress the positive – “How can I do better?” rather than an feedback of the performance. The Provost Office will administer the dean’s feedback surveys and the Chancellor’s office will administer the Provost’s feedback surveys.

CAS Promotion and Tenure Timeline ► DJ explained the CAS Promotion and Tenure Timeline for the next two years. Requests for receipt of external reviewer letters are set at an earlier date beginning in 2012-13. In theory, they should receive the external reviewers letter by September. CAS pays external reviewers \$100 each. External reviewers are also contacted by email as well as by regular mail. They try to include universities a cut above UM-Flint and also look for geographical diversity in home institutions. DJ will be glad to share with anyone any part of this process. There was a discussion on various details regarding Promotion and Tenure.

Faculty Appointments ► There was a brief discussion regarding the SPG 201.47-1, which we abide by.

Sabbatical Forms ► This topic will be discussed at another meeting.

Matters Arising ► The May 12th Council of Deans is cancelled, the next meeting will be May 26th.

The meeting was adjourned at 4:10 p.m.