

UNIVERSITY OF MICHIGAN-FLINT

Council of Deans Meeting
Tuesday, September 29, 2015
10:00 a.m. – Shiawassee Room

~ *Minutes* ~

Members Present: Doug Knerr, Bob Barnett, Donna Fry, Susan Gano-Phillips, Scott Johnson, Vahid Lotfi, and Chris Waters

Guests: Marjory Raymer, Special Advisor for
Media Relations and Communication
Jennifer Hogan, Director/University Relations
Norman Rapino, I-CORPS Specialist
College of Engineering/University of Michigan
Beth Manning, Director/Human Resources

Doug called the meeting to order at 10:00 a.m. thanking and welcoming guests.

Media Relations and Communications ► Marjory provided background information regarding herself as a journalist and administrator over various media venues. She explained that the purpose of her role is to assist the Chancellor in telling stories of the University in a broader and louder sense. She said that she came on board to assist University Relations. Jennifer and she will be working closely together and Jennifer will remain Director of University Relations with Marjory working very closely with the Chancellor dealing with the chancellor communications, media, writing speeches, etc.

Marjory asked the deans for their advice in how best to become acquainted with each of their units. There was much conversation, but a general consensus that meeting with each of the Deans individually would be the best starting point. Marjory talked about the types of media and benefits and/or disadvantages of each. The Deans expressed an interest to be contacted on a regular basis to make sure that stories from their unit are garnered.

Both Marjory and Jennifer discussed with the Deans the importance of getting stories to them in order to be made public. Jennifer reminded them that one of the best ways is sending their representatives to the Content Meetings (held every Monday at 9:00 a.m. in University Relations). She indicated that emails can be sent to either of them because they are working together very closely.

Events in Academic Affairs ► Jennifer announced that in order to schedule around events, especially concerning the Chancellor, a Chancellor Engagement Form has been developed and is located on their website. She urged units to plan ahead by one month and indicated that once the form is submitted, the Chancellor's Executive Assistant would provide a response within two weeks.

Jennifer also explained the importance of units contacting University Relations with any major event planned within their unit to be placed on a central Academic Affairs calendar. Any additional information such as content, speakers, etc. would be very helpful and appreciated.

Michigan I-Corps Partner Program ► Vahid introduced Norm Rapino, I-CORPS Specialist who has invited the Flint campus to participate in the University of Michigan I-CORPS Program. Norm provided an overview of the program and indicated that the program can provide many benefits but most notably is in research and entrepreneurship endeavors. He explained how the process of the program can help determine the feasibility of a project early on rather than finding out that the project is not useful after much has been invested.

Norm said that the program included four days of training (with the second and third weeks being webinars). He said that they can have eight teams or fewer and the teams can be made up of any number but must include a student(s). The obligations on our end would be training location, a faculty member to work with Norm, and a teaching assistant to deal with the scheduling.

The Deans were very receptive to the program and were asked to share the information and PowerPoint handout with their faculty. The timeline is very flexible. Vahid will be the contact and suggested that teams should be identified by November with training scheduled on Fridays. He noted that there is already an interest from four of the CSEP faculty. Vahid will send the Deans a copy of the specific benefits that Norm discussed in the meeting so that the Deans can share that with their faculty as well as the PowerPoint.

Faculty Teaching Evaluations and Purpose of Promotion and Tenure Review as well as Faculty Review ► Donna indicated that in compiling information for promotion and tenure she noticed that garnering the student evaluation information is very time intense. She contacted Nick Gasper of Office of Extended Learning and he is developing a program that will input student scores into an Evaluation Template electronically. Donna indicated that once this is finalized, she will share the information with the Deans.

Conversation centered on the problem that the University is having with students not completing evaluations and they noted that it began when the process became electronic. Susan indicated that this same problem is being seen around the country and there are some institutions are that going back to face-to-face rather than electronic. Much conversation took place specifically how it affects reviews and promotion and tenure. They also discussed some immediate things can be done such as sending an announcement to students campus-wide and/or urging faculty to discuss the importance of the process with their students. Deans agreed that when the purpose of the evaluations is shared with students, they get a much better response. Vahid offered to track down some percentage information for the Doug in preparation for discussing this topic in a future meeting.

Staff Performance Appraisal Process ► Beth distributed a PowerPoint of the newly developed Staff Performance Appraisal Process (and form) just recently shared with Cabinet. She indicated that the purpose was to move to a better and more standardized structure. She indicated that the timeline in utilizing the new form will be slightly earlier in order to take place prior to the merit process and budget reviews.

Beth indicated that the new process/form would be rolling out in the form of training in November/December. She indicated that an online tool have been made available which complements the new form/process. In regard to questions about how the form would relate to job descriptions, Beth explained that the tool will have many advantages. An example would be that a new goal could be added in the middle of the year and it would be there when it is time to conduct an evaluation. The form features Major Areas of Responsibility with Work Values and Behaviors which is the process side of the form.

Discussion took place regarding job descriptions; Beth explained that job descriptions are more general, whereas the evaluation tool would be more specific. Deans also discussed professional development for staff and how it could relate to the new performance evaluation tool. Beth concluded by asking Deans to contact her if they had any additional questions and/or thoughts.

Area Updates ► Doug announced that a leadership transition will be made in the area of Grants/Contracts/Research in the near future. He indicated that we can do better and doesn't feel that the University is situated positively right now in this regard. We need to be sharper, organized and supported.

Approval of Minutes – September 8, 2015 ► The Minutes of September 8 were approved as written.

Susan distributed a sample department report that CAS uses in budget analysis when scheduling courses. In conjunction with the template, a three-year enrollment report is run to help chairs schedule with more efficiency. She indicated that the formula at the bottom of the form could be more sophisticated, but gives them a rough analysis of costs. They are finding that many of the chairs are thinking differently and not scheduling on the basis of how they have always scheduled. She will send each of the deans the actual template for their information/use.

Doug indicated that he and Greg are working on a template performa to help units when having to figure budget allocations.

The meeting adjourned at 12:10 p.m.

~~ Next Meeting ~~

Tuesday, October 13, 2015

10:00 a.m. to 12:00 noon – Shiawassee Room