



Dean's Advisory Council

9/14/2007

1 Hour, 35 Minutes

Meeting called by: Judith K. Berry **Type of meeting:**

Note Taker: Margo Valdez

Attendees: Radecka Appiah-Padi, Judi Berry, Sheri Best, Vickie Blattner, Brenda Brown, Dave Haggadone, Art Hanson, Bill Holda, Tami Jones, Peter Lincolnhol, Liz Nobis, Connie Peterson, Marie Plant, Mary Speiser, Yvette Swint-Blakely, David Schwinn, Margo Valdez,

----- Agenda Topics -----

Introductions	All	15
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Discussion: Dean Berry thanked everyone for coming to the meeting and agreeing to be a part of the BMIT Dean's Advisory Council. Members were asked to provide their name, program area, and position.

Purpose of Dean's Council	Judi Berry	15
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Discussion: The purpose of the Dean's Council is *to share what is going on in the division and for members to share their ideas and issues*. Goal is to communicate through all channels of the division, which is why the Council is made up of administrators, support staff, and faculty. Dean Berry stated that when carrying on conversations with others in their program area, information from this Council is to be shared with faculty.

Goals of the Division and Departments	Judi, John, & Bill	20
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Discussion: The goals of the division and departments were reviewed; members could ask questions for clarification.

First step in the budget planning process is to identify goals for the year. January through March is a busy month with budget planning. The budget will be brought to the Council throughout that time seeking a global look from the Council. Goals established for the fiscal year are submitted to the college business office, along with the budget. Members can review budget detail sheets, which are in line with the division goals. They are also linked with the Terrapene software following ISO procedures.

BMIT Division Goals ([see attachment 1](#)):

Goal 1: Improve Student Success – part of the strategic plan & link to AQIP, measure is a success rate of 80% or more for all courses

Goal 2: Reduce Section Cancellation Rates – college goal: cancellation rate of sections offered will be 10% or less

Goal 3: Maximize Room Utilization – goal is to utilize BMIT rooms 90% or above during the time rooms are available; seat capacity – seats to be filled 90% or above of the time rooms are available

Goal 4: Improve Communication Strategies Within the Division – working on taking action from the annual communication survey on areas that need improvement; intentionally put in the ISO communication process of CPAR (Corrective and Preventive Action Report). The Leadership Team (LT) reviews open CPARs at its weekly meeting, ask what the problem is to determine the root cause, and try to resolve it. LT is in the dept. office talk to & colleagues to talk to another faculty member. Communication is key; the biggest issue is that communication is not happening between the levels. Let the dean know what is important to **you**.

Goal 5: Providing Cutting Edge Programs – the Program Review process, important because it is important to the division and to the college. Based on the action plans of program review and solid, detailed activities associated with the program. Funding needs to be identified to bring about the action plan. BMIT is in the Group B cycle this year, and between January and March the program areas under review submit their reports. These programs are given priority in the budget.

1. Dean Berry asked if members were aware of this process, and the response was “yes.” One member did not understand that Group B would be at the top of the list. Question asked: What if we feel it (the process) is flawed and see something that is not understood? Dean Berry responded that because faculty are off campus, if there is an update in the Program Review report, interested faculty should come in to present it. Only one faculty was involved in the visualization. All members attended a meeting with the VP of Academic Affairs. There were two meetings scheduled, it was taken to the Deans’ Council, and asked if further clarification was needed for approval. Faculty need to work with their curriculum teams to make certain everyone is included in the conversation. A check-off list is needed before the report leaves the curriculum team. “Take the necessary steps to get what you want.” If it is important to you, the dean is good at taking the action plans through the college system.
2. During the Program Review, members involved in the process should 1) talk to all faculty in the program area; 2) present the report to the department chair; and 3) present it to the dean.

Business Department Goals ([see attachment 2](#)):

1. Improve Student Success – success rate of 80% or higher over the four-year program review cycle
 - ^ Accounting program was involved in the process for FY 2007. Its instructional action plan is in place to improve the pass rates in ACCG 210. Goal for the first year is 70% pass rate; 2nd year, 75%; and third year, 80%.
 - ^ Office Systems program will set specific target courses and establish pass rates in FY 2007.
 - ^ Program Review for FY2008 will be conducted for Hospitality, Travel & Tourism and Business & Real Estate.
2. Reduce Section Cancellation Rates – set for 10% or less each semester
3. Maximize Room Utilization – specialized rooms will be utilized 90% or above of determined room availability; seats filled at 90% or above of seat capacity
4. Improve Communication Strategies – meetings will be held or established as follows:
 - ^ Biweekly: Accounting program and support staff
 - ^ Weekly: Hospitality, Travel & Tourism program
 - ^ Monthly: Management & Marketing program
5. Provide Cutting Edge Programs – 50% of new course development to be completed by the end of FY08 for opening of the new hospitality facility, if approved
6. Credit Growth – set a target growth rate of 4% for FY08

MAIT Department Goals – ([see attachment 3](#)) mirror the divisional goals using the same measurements

1. Improve Student Success – each MAIT program to complete a minimum of two articulations with four-year institutions during the academic year; success rate for all courses: 80% or more
2. Reduce Section Cancellation Rates – will be 40% or less per semester. This semester the MAIT cancellations were significantly reduced.
3. Maximize Room Utilization – there is still room for improvement
4. Improve Communication Strategies – conducted a communication survey that was distributed to MAIT faculty and staff in May 2007. Responses have been compiled; David Schwinn will evaluate the survey and prepare a summary of the results.

Discussion related to room utilization:

- 1) There is a charge back to the division for utilization of each room. Room 116-highend animation software- media art & IT sharing rooms. It's problematic to have \$20,000 in software & rent for the room. Set aside & impact – the college admin was hearing that we have to build rooms; is there really a shortage of classrooms? When a program asks for a room to be set-aside, other areas will not use that room. Lecture classes still have an overhead fee.
- 2) When students actively use a room for doing homework, such as open lab, there is a charge. It is an allocation. The college has gone to ROI & RER = revenue and expense ration, a description of the calculation. Taken under consideration is course fees, tuition, revenue, the ISD contract; RER only used as projection at this point. ROI is a weighted calculation that takes in the in-district tuition to serve the people paying taxes.
- 3) For a program undergoing the review process, you need to show an RER, but there will be additional costs (chargeback). The elements are different. *** Need to establish a process during the budget year to look at revenue and expense.** Include charge backs for course fees & courses. Who will provide the information about what the figures will be?

Communication with adjunct: There is a concern with disconnect of college governance and faculty regarding training knowledge helpful to the division to establish a procedure process with a competency level & tie with program review cycle. Require it as a member of the department to know where they are struggling, to reach out, and develop a mentoring to adjunct faculty.

BMIT goal for section cancellations: There is an issue in Photo because of the small corridor of students completing the program. It would be desirable to have more flexibility to meet another goal in getting students to complete the program. Perhaps marketing \$\$ should be applied to boost enrollment.

Maximum utilization: 90% goals is great for general classrooms, but for computer classrooms where students need to use equipment outside, there would not be enough time for Photo students because there are software specific needs if in the future 90% utilization would not work. Currently not an immediate issue.

Your Role on the Council

Judi

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Discussion:

The wealth of knowledge found in the makeup of this Council enables the group to brainstorm some of the problems. Resources around the table provide an ability to communicate with each other. It is good to hear what the expectations and division goals are.

What Would be Important for you to Accomplish
on the Council

All

30

Below are comments received from Council members.

- ^ Communication – being able to understand nearly everyone’s point of view. Promotion is an issue: marketing, giving faculty time to go to other institutions
- ^ Faculty meetings are being held each Friday so that things do not fall through the cracks. These are really necessary as a means of communication.
- ^ Articulations: Joan Hartwig does the leg work with institutions for articulations. 1st stop is the Director of Instruction (Radecka) to help get these through. When meeting with the curriculum team, and faculty want to articulate, they should contact Radecka; Joan will make the initial calls.
- ^ Articulation should be with the high schools rather than the universities. Should be marketing to the high schools across the board – IT, ART, etc.
- ^ Program review process: need to know who is involved in the process and who in the program serves on the committee preparing the report; discussion should involve all faculty. It is important for the Dean to attend meetings at the onset. The assignment is done by whomever has time to do it (prepare PRESS reports). Allow that person to put a package together. Be sensitive to faculty doing the preparation because they have the time. Faculty should step into the process when they have time.
- ^ Management Accountability: faculty and staff should read the monthly reports. Faculty should make the priorities the priorities of your program, their department, and the division.

Comments:

- ^ Need a clarification regarding what comprises the curriculum committee – who heads up the curriculum committee? The dean appointed Yvette for the entrepreneurship. The curriculum committee is part of the MAHE contract & indicates how each dept. has that done. Bill Holda commented that the implementation committee it is up to the dept how curriculum committee is structured. The Dean wants involvement of all faculty in that program to the extent possible.

Announcement:

- ^ BMIT has secured a booth at the Job Expo to be held at the Lansing Center on Tuesday, Sept 25, from 2:30-6 p.m. There is a need for people to staff the booth & for departmental brochures, so Department Chairs were asked to contact Peter. It was suggested that the Student Marketing Association be there; Bill Motz will be contacted.

Other Information