

Deans Council Minutes
January 7, 2013
1:30 PM
611 Allen

Members Present: Jerry Gilbert (chair), Richard Blackbourn, Steve Brown, Tim Chamblee, Frances Coleman, Lou D'Abramo, Greg Dunaway, Jerry Emison, Kent Hoblet, Julia Hodges, George Hopper, Brandon Jolly (for Joan Lucas), Kevin Rogers (for Sharon Oswald), Mike Rackley, Sarah Rajala, Lynn Reinschmiedt, Peter Ryan, Christopher Snyder, Jim West.

Others Present: Teresa Gammill, Judy Spencer, Steve Taylor.

Minutes Taken By: Martha Thomas.

1. Upon a motion by Frances Coleman and second by Sarah Rajala, the minutes of the December 3, 2012, meeting were approved unanimously with no corrections.
2. Announcements:
 - a. Jerry Gilbert announced that the letters to faculty members concerning salary compression adjustments were sent before the holiday break and that deans are welcome to send further correspondence to recipients.
 - b. Dr. Gilbert announced that Sarah Rajala has been selected as the Dean of Engineering at Iowa State University. Dr. Gilbert wished her well in her upcoming role.
 - c. Dr. Gilbert reminded the Deans Council of the following upcoming deadlines:
 - i. Sabbatical Applications for 2013-14 academic year – January 8
 - ii. Honorary Degree Nominations – January 11
 - iii. Promotion & Tenure Applications (to the Office of the Provost and Executive Vice President) – January 15
 - d. Dr. Gilbert asked Deans to remind their faculty of the availability of the SEC Visiting Faculty Travel Grant. Questions should be directed to Teresa Gammill.
 - e. Dr. Gilbert discussed a recent issue where meals within Starkville for individual faculty/staff members were being purchased with MSU funds. Dr. Gilbert asked that deans make department heads aware of this issue and ask that department heads make deans aware of all meal purchases. Dr. Gilbert stated that Internal Audit is taking note of expenditures made at restaurants in the area under a certain dollar amount.
 - i. Jerry Emison asked whether the individuals were being asked to reimburse the university for these inappropriate expenses. Dr. Gilbert stated that they were not being asked to do so at this time.
3. Academic Operating Policies:
 - a. AOP 12.09: Class Attendance and Reporting Absences:
 - i. Peter Ryan stated that this AOP had been extensively revised.
 - ii. There was discussion regarding the difference between “should” and “must.” Brandon Jolly stated that if it was an absolute obligation, “must” should be utilized.
 - iii. Sarah Rajala asked that the deans have the opportunity to ask department heads for their input.

- iv. Lou D'Abramo called attention to the conflict found in the sentences: "Each instructor must describe his or her attendance and participation policy on the course syllabus. If the instructor has a prescribed policy...".
- v. AOP 12.09 was tabled pending further edits to be made by Dr. Ryan and Lou D'Abramo.
- b. AOP 12.10: Recognition of Undergraduate Academic Achievement:
 - i. Dr. Ryan explained that, at the last Deans Council meeting, edits were made to AOP 12.10 such that all grades (including those replaced by retake policies, etc.) would be considered when evaluating a student for undergraduate academic achievement recognition. After this meeting, it was found that doing so would be very complicated for the Registrar and Information Technology Services to facilitate (as doing so would require multiple grade point average calculations). Dr. Ryan stated that the Associate Deans Council recommended renaming the "4.0 Recognition" to be called "Stephen D. Lee Scholar Award" which would be given to only those undergraduate students with all "A" grades.
 - ii. **Dr. Ryan made a motion that the AOP be edited to reflect the above recommendation of the Associate Deans Council. Jim West seconded the motion.**
 - 1. Discussion:
 - a. There was discussion as to where this recognition should be housed – in the Bulletin or AOP.
 - b. There was discussion about the importance of having this recognition clearly defined.
 - c. **There was a friendly amendment that the revisions to the AOP made at the last Deans Council be rescinded and that any edits concerning the naming of the "4.0 Recognition" and its location be brought back before the Deans Council. This amendment was accepted.**
 - 2. **The motion was approved unanimously with the friendly amendment.**
- c. AOP 12.13: Education Records:
 - i. Dr. Ryan explained that the title of this AOP was changed from "Academic Records" per the recommendations of General Counsel. One edit of the policy is that the university is not required to provide a written copy of a student's education records unless it is impossible for a student to inspect these at the university.
 - ii. Mr. Jolly explained that the existing policy's requirement that the university provide records to students upon request was not required under FERPA. There have been several instances over the past six months where this mandate was burdensome or not in the best interests of the university to comply with.
 - iii. **Upon a motion by Dr. Ryan and second by Dr. D'Abramo, the AOP was approved unanimously with no further edits.**
- d. AOP 13.14: Grade Appeal and Academic Review Board:

- i. Dr. Ryan called attention to an e-mail sent recently concerning a conflict between policies on the topic of retention of academic records.
- ii. **Upon a motion by Dr. Ryan and second by George Hopper, the AOP was approved unanimously with no further edits.**

4. Other Items:

- a. Dr. Hopper invited the Deans Council to attend the lecture of Jon Jarvis, Director of National Park Service. Dr. Hopper stated that he would send an e-mail with information.
- b. Jim West invited the Deans Council to attend a public lecture by Brent Funderburk on the work of Walter Anderson on January 24.
- c. Dr. Gilbert asked that college and departments communicate with each other when making changes to courses that may be required of students in a major outside of that particular college or department. Dr. Gilbert discussed a recent situation where a department stopped offering a course via face-to-face format; however, the course was required of students in a major in a different department which led to issues related to distance fees.
- d. Dr. D'Abramo announced that Natalie Nations, a graduate student in English from Mississippi State University, is the recipient of the Conference of Southern Graduate Schools 2013 Master's Thesis award in the category of Humanities and Fine Arts.
- e. Dr. Gilbert discussed the fall academic calendar which includes an option for a Thursday football game. The semester will start on Monday, August 19. Dr. Gilbert stated that John Dickerson will be looking at future schedules so that we can avoid beginning a semester on a Friday.
- f. Tim Chamblee announced that SACS reaffirmation will take place in September. He asked that instructors of record for the spring semester be assigned as soon as possible and to be sure that they have appropriate credentials.