

Associate Deans Council Meeting
November 16, 2011
Minutes

Present: Peter L. Ryan (chair), Ray Berryhill, Phil Bonfanti, Thomas Bourgeois, Royce Bowden, Karen Coats, Ryan Colvin, Robert Cooper, Angie Chrestman (for Scott Maynard), Diane Daniels, Walter Diehl, Randy Follett, Becky Gardner, Mitzy Johnson, Rick Kaminski, Dinetta Karriem, David Lewis, Linda Morse, Mike Rackley, Kevin Rogers, James Scheiner, Butch Stokes, Walter Taylor, Justin Watts.

Guests: Joan Lucas.

Peter Ryan called the meeting to order at 3:00 p.m. in 235 McCain Hall.

1. Consideration of the minutes.

James Scheiner made the motion and Rick Kaminski seconded to approve the minutes of the October 26, 2011 meeting. The motion was approved unanimously.

2. Announcements.

- Peter Ryan reported on AOPs that were approved to be forwarded on to Deans Council at the October 26 Associate Deans Council meeting.
 - The subcommittee for revisions to the AOP 13.15 Evaluation of Teaching Performance will reconvene tomorrow for addressing some concerns of the Student Association. The proposed draft will be presented back to the Associate Deans Council for consideration.
 - The AOP 12.20 Academic Forgiveness will be tabled until the Student Association has resolution of the consideration for increasing forgiveness credit hours.
- The university will close at 12:00 noon on Wednesday, November 23 for Thanksgiving holiday.

3. Chairs Report.

- Walter Diehl reported that the subcommittee would meet tomorrow for further review of AOP 13.15 Evaluation of Teaching Performance.
- David Lewis reported on the subcommittee's progress of an egress policy. Handouts were distributed of a Code of Practice on Egress Safety and procedures for fire drill exercises. There was committee discussion of several issues regarding an egress policy.
 - The Code of Practice to be included in course syllabi by instructors of how to behave in an emergency, and if so, should a policy be developed as an academic or operating policy.
 - Peter Ryan charged the subcommittee to investigate if the policy should be developed as an AOP or amend an existing OP, and then to draft a document to address the issue of incidents during exercise drills and to provide guidance or appropriate actions to be taken during emergency fire drills. There was further discussion from the council of this issue and reference to the existing university operation policy 01.04.
 - Randy Follett (Faculty Senate), Justin Watts (Student Association), and Jim Jones will also meet with the subcommittee to address all issues of concern.

4. Campus Crimes Reporting Policy.

Joan Lucas, General Council and Thomas Bourgeois were present for discussion of the law and responsibility of MSU employees to report crime incidents on campus.

- One of the deficiencies on campus is a lack of training opportunities for university administrators, faculty, and staff of duties and responsibilities when an incident occurs.
- The offices of General Counsel, Human Resources Management, and Diversity and Equity Programs are in the process of improving training programs to help prevent problems for MSU.
- The Clery Act requires that crimes be reported. Sexual harassment or assault cases are to be reported immediately under the Title IX policy which protects from unwelcome conduct.
- The accused also has the same rights as the alleged victim.
- Judy Spencer, Director of Human Resources is the current Title IX coordinator who oversees investigators that look into allegations of misconduct.
- Inappropriate actions can also be reported to other offices such as Internal Audit, the ethics line, General Counsel, Deans of Students, or through the chain of command. There also should be a follow up to make sure that proper action has been taken.
- The council further discussed obligations to report and investigate incidents, even if they occur off campus for current MSU students. There is also a need for mechanisms to be in place for protection during trips abroad.
- Employees should also be aware of who has signature authority. Don Buffum, Director, Procurement and Contracts, and Mark Keenum, President have the only authority on campus for contract approval signature.
- There can also be an issue if Facebook is being used for an entity on campus.
- There was further discussion with the council for a need to make all employees aware of duties and responsibilities for crime incidents.

5. Undergraduate Exit Survey.

Mitzy Johnson provided a handout from the Office of Institutional Research and Effectiveness with the results of the 2009-2010 MSU Undergraduate Exit Survey.

- The Graduation Exit Survey was developed by an ad hoc committee with representation from all areas of the university. The committee reviewed a minimum of 15 - 20 exit surveys of peer institutions and evaluated those most applicable to MSU.
- Permission was granted by the Mississippi State University Institutional Review Board to require all undergraduate students applying for graduation to participate in this survey. The number of students' responses to the survey is 2395.
- The council reviewed the survey analysis results of graduating students' – principal activity upon graduation, satisfaction of the graduates' in the areas of instruction and life-skills obtained, quality of academic advising obtained, quality of student services obtained, and quality of undergraduate experiences at MSU.

6. Transfer Requirements.

Phil Bonfanti provided the council with a handout for transfer requirement changes for students applying to the university spring 2012 and forward.

- Applicants must list all colleges attended on the application, have earned a 2.0 GPA, be in good standing with the last college or university attended, and meet one of the following:
 - Complete the required 30-hours of core courses and earn an overall 2.0 GPA (This requirement increased from 24 hours)
 - Earn an A.A. degree or higher degree from a regionally accredited college with a 2.0 GPA
 - Meet the requirements for entering freshmen and earn an overall 2.0 GPA on all hours attempted.

6. AOP/OP. - None

7. Other Business.

- Butch Stokes reported that the university Calendar Committee has met and approved the combining of 2012 Fall Break and Thanksgiving Holiday. The year 2013 and 2014 will be dependent on the Thursday night football game and assurance that there will be a full week of classes after the Thanksgiving holiday.
- Butch Stokes reported that 1230 students have applied for December graduation with 903 indication of attending commencement.

The meeting was adjourned at 4:38 p.m.