

**Associate Deans Council**  
**May 9, 2012**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Jeremy Baham, Shelby Balius, Tim Chamblee, Karen Coats, Robert Cooper, Diane Daniels, Walter Diehl, Greg Dunaway, Randy Follett, Becky Gardner, Robert Green, Julia Hodges, Dinette Karriem, Patricia Matthes, Scott Maynard, Elton Moore, Linda Morse, Gail Peyton, Mike Rackley, Kevin Rogers, James Scheiner, Butch Stokes, Walter Taylor.

**Guests:** Kimberly Kelly.

Peter Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall.

**1. Consideration of the minutes.**

James Scheiner made the motion and Randy Follett seconded to approve the minutes of April 25, 2012. The motion was approved unanimously.

**2. Announcements.**

- Peter Ryan announced that the annual Years of Service Ceremony will be held on Thursday, May 10, 2012 in the Union Ballroom at 2:00 p.m. He encouraged administrators and department heads to attend for support in recognizing employees for their service at MSU.
- Peter Ryan reported that Maymester classes being offered below the required enrollment numbers presents a problem with expenditures. Deans should be requesting exceptions for any classes below the required enrollment.
- Julia Hodges requested that an email with justification for offering a class below the required enrollment should be sent to her for approval. The instructor's salary will be prorated based on the number of enrollment in the class.
- Spring commencement exercises will be held on Friday, May 11 and Saturday, May 12, 2012. Butch Stokes stated that this will be the largest graduating class at MSU with an indication of 71 percent of the 2559 degree applicants planning to attend the ceremony. This total of applicants includes DVM and Meridian campus applicants. There is an expectation that 893 applicants will attend the Friday ceremony and 957 applicants will attend the Saturday ceremony.
- Butch Stokes noted that there will be ceremony walk through practice exercises on Thursday at 10:00 a.m. and 3:30 p.m. All banners will be on the stage with a new university banner in the center of the stage. He also stated that this graduating class has 35 students with a 4.0 GPA.
- Peter Ryan mentioned that there had been two fatalities of MSU students over the last couple of weeks due to car accidents. This has been a challenging year with the deaths of ten MSU students in the course of the academic year.
- Linda Morse mentioned that activities for the Maroon Edition book, *Unbowed* were still in the planning stages but would include a speaker from the Greenbelt Movement and possibly the Kenyan Ambassador to the United States. Peter Ryan mentioned that he and Dr. Gilbert hope to visit the Kenyan Ambassador during their trip to Washington D.C. in June.
- Butch Stokes reported that the spring semester ended with a final grade report of only 29 missing grades. He expressed appreciation for the efforts of grade input which enables the Registrar office to launch the end of the year close out.
- Peter Ryan noted that Butch Stokes will be retiring at the end of June. He noted the achievements of Butch Stokes during his years as Registrar and wanted to publicly thank him for a great job at MSU. Dr. Lynn Reinschmiedt and Ms. Linda Buehler will serve as co-interim Registrars during the national search for the position.
- Mike Rackley reported that the revised Accountability and Transparency Act which requires providing public access to expenditures of state agencies will take effect on July 1.

- Mike Rackley reported that E-forms for electronic routing and approval of employee leave requests are now ready to be expanded campus wide. There will be sessions scheduled for training of department heads and persons responsible for keying leave.

**3. College Activities: Education, Research, or Outreach in Sustainability and the Environment.**

Julia Hodges reported on the university's new Sustainability Committee that is being chaired by Amy Tuck and Jeremiah Dumas as vice-chair. The committee is interested in information from different departments related to sustainability. There may be courses offered and/or activities that the committee is not aware of and would like to request all college activities for committee review. All information should be emailed to Julia Hodges.

**4. Chair's Report.**

In David Lewis' absence, Greg Dunaway briefly reported on the progress of the subcommittee's review of revisions for the AOP 12.09 Class Attendance and Reporting Absences. The subcommittee will continue efforts for a compromise to separating attendance from participation. Kimberly Kelly, who serves as chair for the Arts and Sciences Senate, was present to comment on the concerns from faculty in that college. She will also serve as a member on the subcommittee. The policy will be presented again at a later meeting of this council.

**5. AOPs**

**AOP 12.29 Freshman Entrance Requirements**

The policy was reviewed by the Undergraduate Admissions Policy Committee, chaired by Donna Reese, and presented to the council with suggested revisions. Diane Daniels noted that (page 3) testing is not limited to Mississippi students. There was further discussion to include an additional statement for clarification on page 7 – Admission options. The policy was approved with revisions to be forwarded to Deans Council for further consideration.

**AOP 13.15 Performance Evaluation of Teaching**

The policy was reviewed by the Teaching Evaluation Committee and presented to the council with suggested revisions. After discussion of the committee's suggestion, there was council agreement for edits to the drafted document. The policy with revisions and edits was approved by the council to be forwarded to Deans Council for further consideration.

**6. New Business.**

Butch Stokes stated that the first electronic withdrawal had been processed in Banner with success. He further expressed thanks and his pleasure of working with everyone at MSU.

**The meeting was adjourned at 2:44 p.m.**