

Associate Deans Council

October 24, 2012

Meeting Minutes

Present: Peter Ryan (Chair), Jeremy Baham, Ray Berryhill, Thomas Bourgeois, Royce Bowden, Linda Buehler, Tim Chamblee, Karen Coats, Ryan Colvin, Robert Cooper, Diane Daniels, Randy Follett, Hudson Frey, Nancy Fultz, Becky Gardner, Julia Hodges, Terry Jayroe, Mitzy Johnson, Dinetta Karriem, David Lewis, Scott Maynard, Elton Moore, Lynda Moore, Linda Morse, James Orr, Gail Peyton, Julia Porter, Kevin Rogers, James Scheiner, Steve Taylor, Walter Taylor, Rick Travis.

Guests: Meghan Millea and John Usher.

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

1. Consideration of the minutes.

James Scheiner made the motion and Elton Moore seconded to approve the minutes of September 26, 2012. The motion was approved unanimously.

2. Announcements.

- Peter Ryan reported on the SEC ALDP (Southeastern Conference Academic Leadership Development Program) fall conference that was held at the University of Tennessee–Knoxville on October 15 – 17, 2012. The program supports and trains faculty and administrators for leadership roles. John Usher, Department Head of Industrial and Systems Engineering was introduced as one of the MSU Fellows who attended the conference along with Peter Ryan and other fellows, Mitchell Berman, Allison Pearson, Devon Brenner, and Hart Bailey.
- Tim Chamblee reported on the search for the Registrar position and encouraged all to attend the group interview sessions of each candidate.
- Robert Cooper announced that Dr. James Peddie, Hollywood veterinarian, will speak on Thursday, October 25 at 4:30 p.m. in the Wise Center’s large auditorium as part of the MSU-CVM and Nestle Purina Human-Animal Bond lecture series. The event is free and open to the public.
- Linda Morse announced several upcoming events:
 - The Center for Teaching and Learning will host the Grisham Master Lecture Series on Thursday, October 25 at 2:00 p.m. Mitchell Memorial Library’s Grisham Room.
 - The Center for Distance Education and the Center for Teaching and Learning will host the NBC Learn Demonstration on October 29. An email was sent with a link for more information about the event.
 - The Ambassador of the Republic of Kenya will speak on Thursday, November 1, 2012 at 7:00 p.m. in McCool Hall Taylor Auditorium.
 - The New Faculty Informal Dinner will be held on November 27.
- Ray Berryhill provided an invitation for new faculty and families to the Men’s and Women’s basketball practices at Humphrey Coliseum on November 7 hosted by the Office of Athletic Academics. Complimentary tickets for select games will be available for those who attend the event. All were asked to encourage new faculty to attend.

3. Faculty Handbook.

- Meghan Millea was present to report updates on the approved Faculty Handbook.
- The handbook which was last updated fall 1999, was compiled by the Faculty Senate Charter and Bylaws committee and the President of the Faculty Senate.
- Meghan Millea noted that the document now requires approval signatures by the President of the Faculty Senate, the Provost and Executive Vice President, and the President.
- The document links to original source material to ensure current and accurate information.

- Meghan Millea pointed out revisions throughout the document such as page 6 and 7 under Participation in reference to who is to be evaluated. There were several questions and discussions regarding evaluation and consultation revisions.
- Julia Hodges stated that the Academic Department Heads Council paragraph on page 12 does not mention any training or that members are elected representatives from each college.
- The Faculty Senate meetings listed on page 14 stated that voting on items can be conducted electronically for up to one (1) week after the general faculty meeting or can be conducted during the general faculty meeting if 250 members are present.
- The Amendments on page 15 was revised from the required 2/3 vote to a majority vote.
- There was further review of the AOP approval process and section V., Promotion and Tenure procedures which is the current approved document and not the one that came through Faculty Senate during the spring semester.

4. Managing Student Behavior.

- Thomas Bourgeois was present to report on the development of a document by the Division of Student Affairs for an update on managing student behavior.
- The document will contain accurate information for dealing with student issues in or outside the classroom.
- There is a broad range of student behavior and issues with responsibilities and confidentiality.
- There were several issues mentioned that will be covered in the document such as harassment, social media responsibilities, use of cell phone policies, fire alarms, etc.
- This document should be a helpful guide for faculty and staff that need to be aware of actions to take and not to take.
- Peter Ryan mentioned the Dress Code Committee review of departmental and unit documents for any liable issues that may need to be addressed.
- The completed document on student behavior will be distributed at a future meeting for review and input.

5. Academic Athletic Advising.

- Ray Berryhill distributed a handout from the Office of Athletic Academics with information regarding the implementation of the new software, GradesFirst, which will be a more efficient way of delivery and receiving information for athletes.
- The Office of Athletic Academics will be participating in the Academic Integrity Week on October 31, 2012 at 2:00 p.m. The presentation, "Respect the Code: Creation and Monitoring of Departmental Tutorial Programs" is geared more toward faculty and staff, but students are welcome to attend. The week will kick-off at the October 29 movie night with remarks by Scott Stricklan prior to the featured movie, *Shattered Glass*.

6. Academic Integrity Week

- James Orr distributed a handout with the schedule of activities during the Academic Integrity Week.
- The goal for the week is to promote honesty and integrity in and out of the classroom.
- All were asked to help encourage faculty and students to attend.

7. Chair's Report. None

8. AOPs - None

9. New Business.

The meeting was adjourned at 2:50p.m.