

Associate Deans Council
February 13, 2013
Meeting Minutes

Present: Peter Ryan (Chair), Wes Ammon, Donny Banerjee, Ray Berryhill, Royce Bowden, Tim Chamblee, Karen Coats, Robert Cooper, Diane Daniels, John Dickerson, Walter Diehl, Randy Follett, Nancy Fultz, Becky Gardner, Julia Hodges, Dinetta Karriem, David Lewis, Patricia Matthes, Scott Maynard, Elton Moore, Linda Morse, Ian Munn, James Orr, Gail Peyton, Julia Porter, Mike Rackley, Kevin Rogers, Steve Taylor, Walter Taylor, Rick Travis.

Guest: Alicia Musselwhite

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

1. Consideration of the minutes.

Randy Follett made the motion and David Lewis seconded the motion to approve the minutes of January 23, 2013. The motion was approved unanimously with one minor edit.

2. Announcements.

- Peter Ryan introduced Alicia Musselwhite, Safety Officer, Regulatory Compliance & Safety, who was present for discussing a proposed draft of scheduled fire drills in academic and other campus buildings during the spring 2013 semester. Peter Ryan noted that annual fire drills are required by the state of Mississippi and the IHL board. The drills also assist in determining if people are evacuating the buildings in a timely manner as well as detection of defective safety equipment. All were asked to please contact Peter Ryan or Alicia Musselwhite if there are any potential conflicts with the proposed dates and times as soon as possible. The estimated time of the drills range from 5 – 10 minutes between classes for minimal disruption of classes. The Library has requested a scheduled drill on March 28 at 3:00 p.m.
- Nancy Fultz has sent out information on behalf of Peter Ryan requesting proposals for the 2013 Schillig Special Teaching Projects Program. The awards are related to undergraduate instruction and learning. Proposals must be submitted electronically to the Office of the Provost and Executive Vice President by Friday, March 8, 2013. The proposals will be forwarded to the appropriate Dean for priority ranking. A list of the priority rankings of the proposal from each college should be returned electronically back to the Office of the Provost on or before Friday, March 22, 2013.
- Peter Ryan expressed appreciation to the college deans, office staff, and faculty for the efforts toward the success of Academic Insight.
- Peter Ryan mentioned a new program, Bulldog Family Weekend, hosted by Office of Parent Services to be held February 15 – 17, 2013.
- Peter Ryan noted appreciation to SA Attorney General, Donny Banerjee, for his work with the Associate Deans Council, and the cooperative manner in which he facilitated meeting discussions and communicated them back to the Student Association.
- Linda Morse reported on several upcoming events:
 - The CTL Brown Bag Series - Program Evaluation: Moving your Curriculum Forward will be held on February 20, 2013.
 - Important information sessions to learn more about the new myCourses system powered by Blackboard Learn will be held in the Library on February 14, 15, 18, 19 and 22. More information can be found on the CTL website.
 - The NACADA (National Academic Advising Association) spring 2013 webinars, Successful Advising @ MSU, webinars will be held at various locations and times during February, March, and April. Additional information can be found on the CTL website. Prior registration is requested.

- Peter Ryan announced that the Irvin Jefcoat Advising awardees, Randy Little (Faculty Advising Award), and Tim Fancher (Staff Advising Award) will also be nominated for the NACADA award.
- Karen Coats announced that Graduate Student Appreciation Week will be held April 1 – 5, 2013. More information will be provided later.
- Kevin Rogers announced the special banking forum presentation by James Bullard, Ph.D., to be held on February 14 at the Hunter Henry Center.
- Julia Porter reported on an official IHL grant with Meridian faculty from the division of Education and the Meridian Public Schools.
- Walter Taylor reported on a press release last week announcing five new awards in the Division of Agriculture, Forestry and Veterinary Medicine in partnership with Regions Bank. The awards recognize areas of teaching, research, scholarly service, extension and outreach and international programs.
- Ian Munn reported that Academic Insight for the College of Forest Resources had great response with approximately 35 students and their families attending the event. There were around 25 students with ACT scores high enough for scholarships.
- Scott Maynard stated that the finalist candidates for the Executive Director of the Center for Distance Education are scheduled to present open sessions on March 4, 6, and 7. More information and detailed schedules will be sent out within the next weeks.
- Royce Bowden reported that Academic Insight for the College of Engineering had a great attendance with good feedback from parents.
- Becky Gardner announced that the Shackouls Honors College will hold interviews for top scholars on Monday, February 18, 2013. There will be a luncheon for advisors and coordinators to discuss changes to information for advising students. The event will be held on March 6, 2013.
- John Dickerson stated that students' first deadline to apply for graduation will be on February 28, 2013. Barnes and Noble campus bookstore is working on a textbook adoption goal for March 15th.
- Donny Banerjee stated that this past year has been an enjoyable learning experience for him and expressed his thanks to the Associate Deans Council. He will introduce the new SA Attorney General at the next meeting.
- Pat Matthes stated that the Library has reached out to various departments in terms of recruitment and will also be involved in the Bulldog Family Weekend. She encouraged that faculty and students take the opportunity to tour the Library and take advantage of specialists who can assist students and/or colleges.
- Elton Moore announced the 2013 PREPS/ MAPE Conference and Awards Ceremonies to be held on February 20 -21, 2013 in Jackson. The focus of the conference will be on common core standards.
- Elton Moore mentioned the ORED Research Awards program and requests for nominations from colleges with complete packets due by March 1. Letters of support for the four award categories are due to deans offices by February 15, 2013.
- Rick Travis noted that the College of Arts and Sciences is getting ready for Academic Insight to be held on February 23, 2013.
- Mike Rackley reported on the continued downloading of illegal files at the university and noted that actions will be taken when caught with illegal downloads.
- Robert Cooper stated that the College of Veterinary Medicine will be interviewing approximately 350 students for the Class of 2017.
- James Orr reported on the examination proctor program. Anyone interested should contact the Student Honor Code Council Office.
- Wes Ammon reported on Academic Insight for the University Academic Advising Center to be held on February 23, 2013. He stated that all colleges will be represented and asked for any items, brochures, etc. from colleges for students packages.

- Steve Taylor announced a new service at the Center for Distance Education that will be led by Tracy Craven and deal with analysis of web sites for advertisement purposes.
- Peter Ryan reported that MSU President and the Vice President for Campus Services responded to the University of Southern Mississippi after a direct hit from the recent tornado. MSU sent personnel and equipment to help in the clean-up on the campus of USM.

3. Chair's Report -None.

4. AOP/OP

• **AOP 12.15 Academic Probation for Undergraduate Students**

After discussion, the policy was approved with suggested edits to the 1st paragraph (Policy/Procedure) – add his/her cumulative MSU GPA – and deletion after the semicolon in the last sentence. The policy will be forwarded to the Deans Council for further consideration.

• **AOP 13.03 Faculty Responsibilities in Instruction and Curriculum**

After discussion, the policy was approved with suggested edits to A.(1)- Policy/ Procedure. The policy will be forwarded to the Deans Council for further consideration.

5. New Business. None

The meeting was adjourned 2:30 p.m.