

**Deans Council Minutes**  
**August 5, 2013**  
**1:30 PM**  
**611 Allen**

Members Present: Jerry Gilbert (chair), Richard Blackbourn, Steve Brown, Lori Bruce, Tim Chamblee, Frances Coleman, John Dickerson, Walter Diehl (for Greg Dunaway), Brian Rude (for Randy Follett), John Harkness (for Kent Hoblet), Julia Hodges, Mark Crenshaw (for George Hopper/College of Agriculture & Life Sciences), Ian Munn (for George Hopper/College of Forest Resources), Brandon Jolly (for Joan Lucas), Achille Messac, Mike Rackley, Kevin Rogers (for Sharon Oswald), Peter Ryan, Shelby Sims, Jim West.

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

Minutes Taken By: Martha Thomas.

1. Upon a motion by Achille Messac and second by Lori Bruce, the minutes of the July 1, 2013, meeting were approved unanimously with no corrections.
2. Announcements:
  - a. Jerry Gilbert introduced Dr. Messac to the Deans Council and welcomed Jim West back to Deans Council. Dean West expressed his appreciation for the support while he was away from the university.
  - b. Dr. Gilbert gave a reminder of the following calendar items:
    - i. Retirement reception for Lou D'Abramo to be held on August 5 at 3:00 PM in the Grisham Room of the Library.
    - ii. Meeting of the deans regarding faculty salary enhancement programs to be held August 7 at 8:00 AM.
    - iii. Meeting of the deans and department heads to be held August 7 at 3:30 PM. Topics to be discussed at this meeting include: the QEP, three-year reviews, promotion & tenure guidelines, and elected members of search committees.
    - iv. New Faculty Orientation to be held August 13 at Hunter Henry Center.
    - v. The first day of class is August 19.
3. The Drill:
  - a. Shelby Sims announced that The Drill will be held August 19 at 6:00 PM. She will send a schedule for the event later in the week. Attire is business casual and Shelby will provide the deans with a t-shirt.
  - b. Dean West asked that Shelby send each of the college's introductions to the deans for review and possible editing in advance.
4. AOP 11.04: Split Level Combined Undergraduate/Graduate Courses:
  - a. Peter Ryan explained that the two major items addressed in the edits of this AOP are requiring more precise justification for using a split-level course option and criteria for repeating split-level courses (a student who took the course at the 4000-level must receive Graduate School approval in order to take the 6000-level course).
  - b. **There was a motion by Dr. Ryan to approve the AOP as presented. Walter Diehl seconded the motion.**
    - i. Discussion:
      1. Brian Rude discussed a case where a graduate program requires a 6000-level course and asked whether a student

who took that course at a 4000-level would be required to retake that course. Dr. Ryan stated that permission from the Graduate School would be required to retake the course and/or that the department may want to consider revisiting the program requirements for the degree (possibly a course substitution at the graduate level if the 4000-level of the course was taken at MSU).

c. **The motion was approved unanimously.**

5. Other Items:

- a. Dr. Gilbert discussed the option to have a five-year BS-MS degree program and that individual programs may propose such options to UCCC.
- b. Dr. Gilbert welcomed members of the Deans Council to discuss issues occurring in their units:
  - i. Mike Rackley stated that an upgrade to clicker technology will occur during the week of August 12 and that ITS is working with other units regarding the online withdrawal process. Changes to this process will go into effect August 19 and demonstrations of the new process will be held August 14 and August 20. Information about the demonstrations will be sent to Associate Deans and those faculty/staff directly involved in the withdrawal workflow process. Mr. Rackley stated that in order to access [was.msstate.edu](http://was.msstate.edu), off-site users will now have to log-in via a VPN. This is to ensure data security.
  - ii. Dr. Messac stated that he looks forward to meeting with all of the deans to examine the possibility for synergies among colleges. He stated that he is seeking to aggressively advance the college.
  - iii. Ian Munn stated that the College of Forest Resources had hired a new Student Services Coordinator.
  - iv. Richard Blackbourn stated that the College of Education had its second highest year in terms of external funding with approximately \$17 million.
  - v. Frances Coleman discussed a conference hosted by the MSU Libraries that featured 87 participants from across the United States and one participant from Canada. Dean Coleman discussed a partnership with Southern Methodist University.
  - vi. Dean West announced that Beth Miller will serve as Interim Associate Dean. David Lewis is concentrating his efforts in Building Construction Science.
  - vii. Dr. Diehl announced that there will be a visit from Phi Beta Kappa in the spring of 2014 with an interim report due in the fall of 2013.
  - viii. Dr. Bruce thanked ITS for their efforts in launching online admission process for the Graduate School. Previously, approximately 30% of applications were unpaid. The Graduate School is working with the Center for Teaching & Learning on programs to offer training to graduate faculty.
  - ix. Tim Chamblee stated that the SACS Compliance Certification document is due September 10.

- x. John Dickerson announced that the last orientation session for the fall semester of 2013 would be held August 16. As of present, 104 students are signed up for this session.
- xi. Mark Crenshaw gave a brief update regarding the search process for the position of Associate Dean for the College of Agriculture & Life Sciences.
- xii. Steve Brown announced that information would be released soon regarding undergraduate research being conducted at the MSU-Meridian campus on the subject of the Kimmel family.
- xiii. John Harkness discussed efforts being undertaken by the College of Veterinary Medicine to embed within their curriculum experiences in cultural competencies. Dr. Gilbert suggested that FAO may be a possible connection.
- xiv. Ms. Sims discussed upcoming events including The Drill, ticket sale events, and the Cowbell Yell. Student Association Senate elections will be held during the third week of the fall semester. Dr. Gilbert stated that it is important that the Student Association liaise with the Faculty Senate on topics that would be addressed within an Academic Operating Policy; that it is important for there to be a line of communication between the entities.
- xv. Judy Spencer asked that deans and directors submit information to HRM to verify that annual performance appraisals were conducted on all employees. Ms. Spencer discussed a PERS regulation that prohibits award payments from being counted towards retirement and the impact of this regulation on MSU faculty and staff.
- xvi. Steve Taylor stated that his office would be sending information to deans regarding the number of student credit hours for distance students. Dr. Gilbert stated that the university should be proud of what has been done with distance education and that the university has high quality distance programs.