

**Associate Deans Council**  
**August 28, 2013**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Noel Addy, Wes Ammon, Ray Berryhill, Royce Bowden, Rita Burrell, Tim Chamblee, Karen Coats, Robert Cooper, Mark Crenshaw, John Dickerson, Walter Diehl, Eddie Mac Huddleston, Becky Gardner, Terry Jayroe, Patricia Matthes, Scott Maynard, Beth Miller, Linda Morse, Ian Munn, James Orr, Gail Peyton, Julia Porter, Mike Rackley, Kevin Rogers, Steve Taylor, Rick Travis.

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

**1. Consideration of the minutes.**

Karen Coats made the motion and Kevin Rogers seconded to approve the minutes of August 14, 2013. The motion was approved unanimously.

**2. Announcements.**

- Peter Ryan discussed the mandatory fire drill exercises and distributed a list of proposed dates and time that would result in a minimal disruption of classes on campus. He asked for reports of any major conflicts or functions in buildings where there may be a need to reschedule a proposed date.
- The three-year review process for administrators review will begin during the fall semester as a requirement of AOP 10.02. Provost Jerry Gilbert will be the first to undergo the process which will be sent out via email asking for participation in the survey.
- Peter Ryan noted that the structure of the Associate Deans Council in AOP 10.03 will be reviewed for updating the council's membership list and will be addressed at a later meeting.
- Linda Morse encouraged faculty and staff to attend upcoming events during September. A few mentioned were the 2013 Men of Color Summit, the first Brown Bag series on the topic of MSU's QEP, and several tech oriented workshops. More information can be found on the CTL webpage.
- Karen Coats reported on the launching of the financial literacy program to assist students and the upcoming 3MT Thesis Competition for graduate students in November.
- Julia Porter reported on the fall enrollment total of 603 students at the Meridian campus for the fall semester.
- Terry Jayroe reported on a 1.9 million dollar grant awarded to the College of Education and the Louisville school district to be used over the next five years to help boost at-risk student achievements.
- Gail Peyton reported on resources, services, and tech rooms available in the Library for faculty and student use.
- Tim Chamblee distributed and discussed the MSU graduate exit survey results for 2012 – 2013. The undergraduate survey should be finalized this week. The deadline for IE reports will be on August 31, 2013. After that date, notices will be sent out for those not completed.
- Scott Maynard announced the upcoming Career Fairs to be held on September 24 for Business and Non-Technical students and on September 25 for Engineering and Technical students. More information can be found on the Career Center website.
- Becky Gardner reported on the Honors College with 464 freshmen enrolled for fall semester. The college's two residence halls are Griffis Hall and North Hall.
- James Orr stated that the Honor Code Council office is prepared to make presentations to colleges, if interested, on the Honor Code and how best practices have been handled over the years.
- Wes Ammon discussed and commended the success of the online withdrawal process.

**3. Grade Posting Options**

John Dickerson reported on feedback that has been received on options for posting grades before the deadline date. He noted the issues that result with the end of term processing for the Registrar's Office if all grades are not posted on time. A Banner screen print was provided showing the options for posting grades which hopefully will be piloted during the fall semester upon Faculty Senate approval.

**4. Chair's Report – none**

**5. AOPs**

**Proposed AOP x.x Distance Education**

After discussion with suggested edits throughout the document, there was agreement for Peter Ryan to meet with the Dean of Students with a concern of # 8 on page 3. The marked document with edits will be presented back to the Associate Deans for review at the next meeting for review and approval.

**6. New Business**

The meeting was adjourned at 2:54 p.m.