

Associate Deans Council
July 23, 2014
Meeting Minutes

Present: Peter Ryan (Chair), Wes Ammon, Jeremy Baham, Ray Berryhill, Tim Chamblee, Cody Coyne, Diane Daniels, John Dickerson, Jan Fitzgerald (for Scott Maynard), Nancy Fultz, Becky Gardner, Haley Grantham, Julia Hodges, Dinetta Karriem, Rebecca Long, Pat Mathes, Christen Mingione (for Steve Taylor), Elton Moore, Linda Morse, Giselle Munn, Ian Munn, Mike Rackley, Masoud Rais-Rohani, Kevin Rogers, James Warnock, Scott Willard.

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

1. Consideration of the minutes.

Kevin Rogers made the motion and Scott Willard seconded to approve the minutes of June 25, 2014. The motion was approved unanimously.

2. Announcements.

- Peter Ryan introduced new members Rebecca Long, Interim Associate Dean of the Graduate School, and Giselle T. Munn, Interim Associate Dean of the College of Arts and Sciences.
- The Office of the Provost and Executive Vice President has moved to 3501 Lee Hall. The Associate Deans Council will meet in the President's Conference Room, 4th floor Lee Hall beginning in the fall semester. The first meeting in August will remain in 611 Allen Hall.
- Peter Ryan reported on the Freshman Convocation to be held on Tuesday, August 19, 2014 at 4:30 p.m. in the Humphrey Coliseum. He presented the tentative program and thanked Harriet Laird of Public Affairs for her contributions. The event will be similar to the graduation commencement ceremonies with faculty in regalia (if they wish). Faculty participating in the program will need to be at the coliseum between 4:00 and 4:15 p.m. An ID scanner will verify freshmen students who will then be seated and receive the freshman coin. Ambassadors will serve as ushers during the event. Students with conflicts (classes, athletics, etc.) will be excused from attendance and will receive a freshman coin. A reception and book signing will follow the program.
- Peter Ryan announced the selection of the four SECU ALDP Fellows for the 2014-2015 year. Those selected are Rebecca Long, David Morse, David Dampier, and Mark Lawrence. The fall workshop will be held at the University of Missouri, and the spring 2015 workshop will be held at Texas A&M.
- Linda Morse announced the New Faculty Orientation to be held on August 12, 2014. There are plans for a make-up session to be held in September. There will be a New Faculty Teaching Academy offered by CTL on Wednesday, August 13, 2014. Registration is available on the Center for Teaching and Learning website.
Kris King has joined the staff at CTL as Instructional Designer.
- Peter Ryan discussed the option that was requested by Public Affairs to set a booth at the New Faculty Orientation session for new faculty photos. He noted that a \$10 fee would be charged to the faculty member's department and asked if department heads would be receptive to take care of the charge. Mike Rackley briefly reported on the employee photo option associated with the new Outlook email system, but also noted that it would be voluntarily and there would be three sources accepted for good business quality photos. After discussion, there was agreement that the faculty members and departments should make the decision regarding the photos and a booth would not be necessary at the orientation session.
- Jeremy Baham discussed the 2014 Blues Breakfast to be held for parents on Sunday, August 10, 2014 from 8:00 – 10:00 a.m. at the Palmeiro Center. He also noted that volunteers are needed for the move in day on August 9 and mentioned the off campus housing services available on the website. The Dawg Daze 2014 activities schedule has also been posted on the web.
- Scott Willard announced the DAFVM summer recognition and awards celebration.

- John Dickerson reported on the orientation session to be held on Friday, July 25. There are currently over 100 students registered to attend and walk-ins are welcome. The online version of the MSU Undergraduate Catalog has been posted on the web. Hard copies are available.
- John Dickerson discussed the UCCC process training to be held on August 26 & 27, 2014.
- Julia Hodges reported on the Academic Administrators Training sessions to begin on August 7, 2014 from 3:00 – 5:00 p.m. in Dunn Conference, McCain Hall.
- James Warnock announced the Future Cities 2014 Engineering Design Competition to be held August 11-15, 2014.
- Tim Chamblee reminder all that IE reports will be due August 29, 2014.
- Tim Chamblee reported that the freshman training videos have been filmed for reviewing and editing.
- Mike Rackey reported on the ongoing email exchange migration. He also discussed the progress of the parent-guardian proxy access which should be ready for the fall semester. The student will enter an email address of persons to have access. After discussion of FERPA, John Dickerson stated that he would get clarification from General Counsel if the student does not have a waiver.
- Haley Grantham announced The Drill event to be held on August 18, 2014.
- Nancy Fultz asked for assistance to promote the National Student Exchange (NSE) program.
- Becky Gardner invited all to the Undergraduate Research Symposium to be held on Thursday, July 31, 2014 from 1:00 – 3:00 pm. in Griffis Hall.

3. **Change of Grade eForm**

Mike Rackley and John Dickerson presented a screen shot of a (test) online grade change eform. Faculty members will initiate the eform with recommendation that the Registrar's office route the form to College Deans or to the appropriate handler in the dean's office for approval.

3. **Chair's Report.**

Due to time, Scott Willard will present the subcommittee report on the review of the proposed AOP (Teaching Modifications When Faculty Are Not Available to Meet Face-to-Face Instruction) at the next meeting or a later date.

4. **AOPs. - none**

5. **New Business.**

The meeting was adjourned at 3:00 p.m.