

**Associate Deans Council**  
**March 12, 2014**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Noel Addy, Wes Ammon, Ray Berryhill, Thomas Bourgeois, Rita Burrell, Tim Chamblee, Karen Coats, John Dickerson, Walter Diehl, Becky Gardner, Julia Hodges, Mitzy Johnson, Scott Maynard, Beth Miller, Lynda Moore, Linda Morse, Ian Munn, Gail Peyton, Julia Porter, Mike Rackley, Masoud Rais-Rohani, Kevin Rogers, James Scheiner, Steve Taylor, Rick Travis, James Warnock.

**Guests:** Cecy Brooks, Deborah Lee, Ann Spurlock.

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

**1. Consideration of the minutes.**

James Scheiner made the motion and Kevin Rogers seconded to approve the minutes of February 26, 2014 with a minor edit. The motion was approved unanimously.

**2. Announcements.**

- Peter Ryan reported that the freshmen orientation sessions (only) have had the scheduled time for course registration adjusted to give large groups of students' time to complete schedules.
- Peter Ryan discussed the QPR (Question Persuade and Refer) training sessions that will be provided across campus. The QPR training is available through a federal grant awarded to the university that will deal with the prevention and treatment for suicide. Dr. Ryan noted that he will contact the project co-directors Mitch Berman and Michael Nadorff in the Psychology Department for scheduling a QPR training session with the Associate Deans Council. He also encouraged departments to participate in the program.
- Thomas Bourgeois announced that the search for University Police Chief will begin next week. He noted that candidate resumes will be sent out next week.
- Thomas Bourgeois announced the upcoming Legal Issues conference to be held on the Starkville campus April 30 – May 1, 2014. Registration cost will be \$99 with topics covered to include ADA requirements and accommodations, Title IX, and others. Guest speakers will include the Staff Attorney in the U.S. Department of Education and the Chief Counsel in the U.S. Department of Justice. Department Heads are encouraged to attend.
- Masoud Rais-Rohani announced the Bagley College of Engineering Graduate Research Poster Competition to be held March 24 – 25, 2014 in the John Grisham Room, Library and invited all to attend. The awards ceremony will be held on Tuesday, March 25.

**3. Faculty Enlight – textbook adoption**

Cecy Brooks, Store Manager at the MSU Barnes & Noble Bookstore was present to demonstrate a new feature to the textbook adoption website which allows departments to track their own adoption submissions. The tool allows for an administrative user to generate reports that detail adoption by term and department code. Handouts were also provided with instructions for registering the department administrative option. This option allows the administrator to view textbook adoption made by their faculty through the Faculty Enlight website.

After discussion, there were suggestions to include the course numbers on the program search screen. Faculty were encouraged to submit adoptions online versus the paper adoption forms in order for a more effective means of tracking course materials.

**4. QEP Maroon and Write**

Co-Directors, Deborah Lee and Ann Spurlock, were present to give a brief overview of the goals of the program for more exposure and increased proficiency in writing at MSU. There seems to be a gap between freshmen and seniors in the concept of writing. Faculty are encouraged to give students more exposure to writing more often and to participate in the MIWE (Maroon Institute for Writing Excellence)

to learn more of how to engage students in writing and improving their performance in the classroom. Faculty can also participate through the Center of Teaching and Learning seminars and Brown Bag series for more information. The goal is to have 15 – 20 faculty members participate in the MIWE program each year. There is a stipend associated with participation. There are currently 6 faculty enrolled to participate in the program for summer 2014.

Any suggestions are always welcomed for improving interaction with students.

**5. AOP 12.04 Final Examination Policy**

After discussion, the policy was approved with minor edits to move forward to the Deans Council for further consideration.

**6. New Business.**

- Peter Ryan stated that the Freshmen Convocation Committee is moving forward with plans for the fall 2014 Freshmen Convocation. He discussed plans for a token to be given to students who attend the event and passed around a sample coin that is being considered. He noted a few of the program plans. The author of the Maroon Edition book selection has been booked as the keynote speaker. Any thoughts or suggestions are welcome.
- Julia Hodges discussed briefly the use of attendance monitors to be implemented in the fall.
- Tim Chamblee reported on the progress of three online video modules being developed that will provide students with information and training.

**The meeting was adjourned at 2:45 p.m.**