

Deans Council
February 14, 2011
1:30 PM
Allen 611

Members Present: Jerry Gilbert (chair), Molly Watkins (for Mark Binkley), Richard Blackbourn, Tim Chamblee, Harry Llull (for Frances Coleman), Louis Dawkins, Jerry Emison, Rhett Hobart, Kent Hoblet, Rick Kaminski (for George Hopper), Meghan Millea, Dennis Mitchell, Gary Myers, Mike Rackley, Sarah Rajala, Lynn Reinschmiedt, Peter Ryan, Sharon Nobles (for Butch Stokes), Jim West.

Others Present: Paul Grimes, David Shaw.

Minutes taken by: Martha Thomas.

1. Upon a motion by Gary Myers and second by Sarah Rajala, the minutes of the January 31, 2011, meeting were approved with no corrections.
2. Announcements:
 - a. Jerry Gilbert announced that he has a meeting with the President at 2:00 PM today; therefore he will leave early and Peter Ryan will take over.
 - b. Dr. Gilbert announced that a professional development session will be held Friday, March 25 for Deans, Associate Deans, and Department Heads on the subject of minority faculty recruitment. Renee Baker is from Rochester Institute of Technology and has had great success in recruiting minority faculty to that university. Additional information will be disbursed later.
 - c. Dr. Gilbert gave a brief update on the status of searches:
 - i. The College of Business Dean searches have two interviews remaining, with two candidates already interviewed.
 - ii. The Shackouls Honors College Dean search will announce finalists within the next two weeks.
 - iii. The Dean of the Meridian Campus search committee held their first meeting in February and will be moving forward with the position description.
 - iv. Additionally, searches are ongoing for General Counsel, Director of Internal Audit, Director of Human Resources Management, Associate Provost, and Associate Vice President for Administrative Services.
 - d. Dr. Gilbert discussed the Thursday night football game scheduling for the fall of 2011. Butch Stokes is working to set the schedule for spring of 2012 in terms of building in extra days.
 - e. For the snow day on Thursday, February 10, we will not need to make up this day.
 - f. For the snow day make-up day on Saturday, March 26, Deans should let Dr. Ryan know which classes in their respective colleges will not be utilizing the snow day make-up day (as they have made other arrangements to make up for the lost contact minutes).
 - g. Dr. Gilbert discussed the restructuring effort related to special events functions. To solve the problem of service duplication, Parking Services, Special Events Parking, and Transportation will be moved to a new structure under Campus Operations which is led by Amy Tuck. This movement will occur March 15.

- h. Dr. Gilbert discussed the restructuring of the Game Day Committee, now led by Ms. Tuck and called the Special Events and Game Day Operations Committee.
 - i. Rhett Hobart asked whether classes would need to be made up for the classes missed on Wednesday, February 9 after 6:00 PM. Dr. Gilbert answered that he expects those instructors to add on minutes and that there would be no official make-up day.
3. Presentation of Digital Measures:
- a. Tim Chamblee shared a video from the following website (www.digitalmeasures.com/activity/insight) and distributed two hand-outs regarding Digital Measures, a system that would track faculty accomplishments.
 - b. Dr. Chamblee stated that one of the reasons that has driven the university to look at Digital Measures was the consideration of benchmarking and other reporting. There are three different home-grown systems on campus that do a portion of this tracking; Digital Measures would be a system that the whole university would utilize. There is some customization available for each college, but the university would be able to obtain the fundamental information needed.
 - c. The College of Business utilizes this system, with Paul Grimes as the administrator.
 - d. Sarah Rajala asked whether data could be imported into Digital Measures.
 - i. Dr. Grimes said that data could be imported and that the College of Business was in the process of migrating data from their home-grown system to Digital Measures. He indicated that it was a straight-forward, but time-consuming process.
 - e. Dr. Rajala asked whether a different template for citation of publications could be utilized.
 - i. Dr. Grimes said that yes a template could be created based upon your college's preferences.
 - f. Dr. Grimes stated that faculty can log-in to the onCampus system and create a channel for Digital Measures. This creates two levels of security – onCampus and Digital Measures. The college designated which fields were required. Faculty can look at their data by clicking Rapid Reports. Administrators can run reports for the department or college. The College of Business is working with Digital Measures and the Office of Institutional Research and Effectiveness (OIRE) to create a report in the format that OIRE would prefer.
 - g. Dr. Rajala asked about reconciling multiple authors.
 - i. Dr. Grimes said that there is one record per journal article, with a primary author and secondary authors. The secondary authors will see the journal article in their list of publications; however, they could not edit it without requesting that the primary author do so.
 - h. There was discussion about Scopus reporting.
 - i. Dr. Ryan asked about journal articles where graduate students are the first author.

- i. Dr. Grimes indicated that the College of Business decided to list the first faculty member author of the article as the primary author.
 - j. Digital Measures has the capability to link its information to faculty's vita on websites.
 - k. Information on classes taught can be input as well.
 - l. There was discussion about whether there was another system available.
 - m. Dr. Ryan asked whether the Deans Council would be supportive of a university-wide Digital Measures system.
 - i. Dr. Rajala stated that the biggest challenge would be to change the culture – getting faculty to input data on a regular basis rather than annually. Richard Blackburn stated that he encountered this problem at Clemson University.
 - ii. Dr. Blackburn stated that another potential issue is how administration is going to use the data provided to Digital Measures.
 - iii. Gary Myers asked whether there was a proposed timeline for agreeing to this system or implementing it. Dr. Chamblee stated that there is no timeline.
 - iv. Dr. Chamblee stated that the cost for the system would be \$48,000 per year, with a 15% reduction for a three-year committal, or a 20% reduction for a five-year committal.
 - v. Dr. Myers asked whether it would be cheaper for Information Technology Services to develop a system like Digital Measures. Mike Rackley stated that it would not be.
 - vi. Dr. Myers stated that he would be in favor of this.
 - n. Rick Kaminski stated that his college utilizes a home-grown system called Metrics Manager. Faculty complain that it is not diverse enough. Dr. Kaminski stated that it may be difficult for faculty to keep up with service contributions.
 - o. There was discussion about other universities that utilize Digital Measures, including Auburn University and the University of Southern Mississippi.
- 4. AOP 10.06 – Family Education Rights and Privacy Act (Buckley Amendment):
 - a. **On a motion by Dr. Myers and second by Dr. Rajala, AOP 10.06 – Family Education Rights and Privacy Act (Buckley Amendment) was approved unanimously with no revisions.**
- 5. AOP 10.13 – The Adoption and Sale of Textbooks and Related Educational Material:
 - a. Dr. Ryan stated that this AOP preceded AOP 10.14 which is the new AOP that deals with the entire textbook policy. Dr. Ryan stated that he would work with the Registrar to blend AOP 10.13 and AOP 10.14.
- 6. AOP XX.XX – Annual Faculty Review Process:
 - a. Dr. Ryan stated that this is a new AOP dealing with the annual faculty review process. This AOP has been through the approval process for two years now. There was discussion previously in Deans Council related to the criteria for measurement.
 - b. Suggested revisions of this AOP include:

- i. Jerry Emison pointed out that the form is in variance with the AOP, specifically related to the signature lines for the faculty member and department head/supervisor.
 - ii. Revising the form included in the AOP to match the organizational format of the current Annual Review Form.
 - c. There was discussion about multiple roles and evaluations.
 - d. **On a motion by Dr. Rajala and second by Dr. Myers, AOP XX.XX – Annual Faculty Review Process was approved with the above revisions.**
7. Other Items:
- a. Dr. Ryan thanked all who participated in the SECAC Academic Leadership Development Program workshop that was hosted by MSU February 9-11 and included approximately 45 personnel from eleven of the twelve SEC universities. Dr. Ryan stated that Deans West and Hopper gave an excellent presentation on what it took to be a good dean. Dr. Ryan stated that guests were impressed with the campus, MSU's friendliness, and facilities.
 - b. Dr. Rajala announced that on February 15, Neil deGrasse Tyson, an African American astrophysicist will be presenting at 7:00 PM in the Humphrey Coliseum.

Handouts