

Deans Council Minutes May 3, 2010

Members present: Jerry Gilbert, chairman; Elton Moore (for Richard Blackburn), Frances Coleman, Shane Burgess (for Kent Hoblet), Andrew Ezell (for George Hopper), Gary Jackson, Meghan Millea, Melissa Mixon, Gary Myers, Sarah Rajala, Lynne Richardson, Peter Ryan, Jack Tucci, and Jim West. Also present were: Mark Binkley, Tim Chamblee, Mike Rackley, and Butch Stokes. Also present were John Rush and several other members of his staff.

1. The minutes from the April 19, 2010 meeting were approved with correction regarding members present.
2. Announcements:
 - We must ensure that PARFS and ads match. Also, please refer to the example offer letters on our website. Our office will schedule a department heads' meeting this summer and the deans will also be invited. This meeting will include issues related to hiring practices and policies.
 - Overall Maymester enrollment is up 18%; however, some sections are experiencing low enrollment. We must monitor enrollment to ensure that we have 10 in undergraduate and 5 in graduate classes. We may want to investigate raising those numbers in the future. We should also investigate setting caps on the enrollment.
 - The colleges should have received retirement lists from Human Resources. Not as many faculty as anticipated took advantage of the retirement incentive. Analysis of this will begin soon. Benchmarking process is still underway. Productivity, special circumstances, accreditation issues, etc. will be considered in refilling a position. Justification will be required.
 - In the reorganization plan, Human Resources, Facilities Management and Transportation will report to our division through Amy Tuck, as Executive Director of Campus Operations. Amy will also continue to have some duties in the President's Office.
3. Dr. Gilbert distributed information for each dean regarding the StatePride awards. On the second sheet, the names of individuals associated with the awards are provided for use. Meridian faculty will be considered in their appropriate college on the main campus.
4. John Rush led a discussion concerning fund raising. Rush thanked the deans for all that they do related to fund raising. He stressed the importance of fund raising and interfacing with the colleges. MSU's development officers were present. Rush said he was proud of the StatePride awards and asked the deans to encourage each award recipient to write the donor a thank you letter. He led a discussion concerning endowed professors and chairs.

5. Other Items:

- Butch Stokes reminded the Deans that final grades for spring semester are due by noon on May 4. Maymester classes begin on May 10. Dr. Gilbert said we are discussing the possibility of changing beginning and ending dates for fall semester. There was much discussion concerning benefits and drawbacks to this. Examples: the difficulty of getting students cleared before winter holidays; going from Thanksgiving holidays straight into exam schedule; faculty use of winter holiday time for uninterrupted time for research, etc.; the differences in our present calendar and that of the community colleges; the problems associated with fall break - and the possibility of moving that to the week of Thanksgiving; issues presented by having Maymester; the issue of June 30 retirees not eligible to teach in summer school.
- Spreadsheets are going out today showing status of fall courses, with shortages.
- Dr. Gilbert mentioned the possibility of providing schedules for first-term students prior to their arrival on campus. This might help balance enrollment and ensure open classes for the first-time student. Other possibilities mentioned were admitting students in the summer; giving incentive to students to come in the summer; better choice of residence halls by coming in the summer; learning communities. Building schedules for students could be ranked low, medium, high achieving - - according to ACT and high school GPA.
- Dr. Ryan mentioned that we have a series of fire drills coming up.