Deans Council
November 1, 2010
1:30 PM
Allen 611

Members Present: Jerry Gilbert (chair), Mark Binkley, Timothy Chamblee, Frances Coleman, Lou D'Abramo, Rhett Hobart, Kent Hoblet, George Hopper, Gary Jackson, Joan Lucas, Meghan Millea, Gary Myers, Mike Rackley, Sarah Rajala, Barbara Spencer (for Lynne Richardson), Peter Ryan, Butch Stokes, Jack Tucci, and Jim West.
Others Present: Melvin Ray.
Minutes taken by: Martha Thomas.

1. Upon a motion by Sarah Rajala and second by Frances Coleman, the minutes of the October 11, 2010, meeting were approved with no corrections.
2. Announcements:
   a. Jerry Gilbert announced that there will be a Thursday night football game during the 2011 football season. The opponent will be Louisiana State University. Dr. Gilbert stated that they are beginning to meet to develop a solution in advance.
      i. Butch Stokes stated that the most significant problem relates to classes with labs.
   b. Dr. Gilbert announced that Dr. Gary Jackson will assume the position of Director of Extension on January 1, 2011. Dr. Gilbert stated that Dr. Jackson has done a great job and will be missed in Academic Affairs.
   c. Dr. Gilbert announced that during the week of October 25-29, 2010, Mississippi State University (MSU) had to send a proposal to the State Institutions for Higher Learning with a proposed additional 3% budget cut. Through the tuition increase and savings through efficiencies, this proposed 3% cut can be covered centrally. This would be in addition to the original 12% cut that has already been planned and prepared for. Dr. Gilbert stated that the President is trying to position the university so that it can offer a pay increase; however, there are many factors that would impact our ability to do so.
   d. Dr. Gilbert announced that he is considering "opening the window" in January for departments/units to be evaluated by the Department of Human Resources Management for position reclassifications and departmental reorganizations.
   e. Dr. Gilbert announced the formation of several search committees and task forces:
      i. Director of Human Resources Management Search Committee, chaired by Scott Maynard
      ii. Director of Internal Audit Search Committee, chaired by Teresa Gammill
      iii. General Counsel Search Committee, chaired by Wayne Bland
      iv. Information Technology Task Force, chaired by Keith Coble, to examine the potential consolidation of information technology services across campus.
   f. Dr. Gilbert announced that due to retirement and other staffing changes, there are several new employees in the Office of the Provost and Executive Vice President:

i. Martha Thomas, Executive Assistant
           ii. Susan Brooks, Administrative Assistant II (assists Dr. Jackson)
          iii. Ann Ray, Administrative Assistant II (assists Dr. Peter Ryan)
           iv. Beth Collum, Business Manager
   g. Dr. Gilbert announced that Catherine Walker, the HRM Generalist for the Division of Academic Affairs, has been selected to be the Director of Parent Services in the Division of Student Affairs. While the search is in process for her replacement, Catherine's duties will be split among current staff in HRM. Offices should call HRM at 325-3713 with questions and they will be routed to the appropriate person. Dr. Gilbert stated that Catherine has done a great job in Academic Affairs and Student Affairs is excited to have her.
3. Report on Faculty Credentials:
   a. Dr. Gilbert stated that faculty credentials is an effort that Mike Rackley and Timothy Chamblee have been working on with others to document the credentials of teaching faculty so the university is prepared for the SACS accreditation review.
   b. Mike Rackley stated that historically BANNER would not track the credentials of faculty. Thus, the first task is to get the information in BANNER accurate. The faculty credentials group developed a form by which the faculty member will log-in to my BANNER to enter their teaching discipline (primary and secondary), college, department, degree, and name degree-granting institutions. Any degrees obtained at MSU will be pulled into the system automatically.
   c. Mr. Rackley stated that the university will obtain information on all degrees earned by the teaching faculty in addition to acquiring official transcripts.
   d. There was discussion regarding why a letter of justification or waiver request could not be attached to the online form. Mr. Rackley responded that the MSU BANNER system does not currently support automatic electronic routing based on the university's hierarchy.
   e. There was discussion regarding transcripts. Mr. Rackley stated that the signed form will go to HRM who will check the form against the degrees/transcripts currently in personnel files. HRM will then obtain a release from each faculty member to obtain official transcripts as needed. The university will pay for these transcripts.
   f. There was a question regarding whether this online form would need to be completed for graduate teaching assistants who are instructors of record, for a faculty member only teaching three credit hours, or for a faculty member only teaching a portion of a course. The answer was yes.
   g. Once we begin this system, one of the requirements of hiring faculty will be to include all official transcripts in the hiring packet.
   h. When complete, this system will capture teaching credentials for tenure-track, extension, and research faculty. The information will also be available to hiring departments as an existing pool of faculty from which departments could hire.
   i. The Faculty Credentials group hopes to complete this process during the spring 2011 semester. HRM plans to temporarily hire someone to be the contact person for this project.

j. Once the online form is completed, there is a button to click to review/print. This should be signed by the faculty member, Department Head, and Dean. Administrators who teach will sign as the faculty member, then route to the Department Head and Dean of the respective department and college to review and approve.

k. There was discussion regarding the rules governing "instructor of record." Dr. Gilbert stated that this was up to the department or curricular level to govern.

l. When complete, this BANNER process will:
    i. Not allow a person without appropriate credentials to be assigned to teach a course
    ii. Be a proactive system such that necessary credential information is entered and reported prior to a course being taught and accreditation review.

4. AOP 13.02 – William L. Giles Distinguished Professors:
    a. Dr. Gilbert stated that he spoke with the Giles Distinguished Professors regarding this AOP and made revisions other than what was discussed previously. Dr. Gilbert proposed these revisions as a compromise to what was requested by the Giles Distinguished Professors and what was previously discussed in Deans Council. Dr. Gilbert stated that this AOP has gone through Associate Deans Council.
    b. There was discussion regarding whether other distinguished professorships were available or possible.
    c. There was discussion about potential revisions to this AOP. The prevailing revision was:
        i. Insert "William L. Giles" in front of each instance of "Distinguished Professors."
    d. **AOP 13.02 – William L. Giles Distinguished Professors was approved unanimously with the above revision.**

5. AOP 13.21 – Faculty Released Time for Specified Committee Chairs:
    a. Dr. Ryan stated that he looked at other institutions to determine what release time is granted to committee chairs and determined that some institutions do not include any release time for these positions. The significant change of this AOP is including the Faculty Senate Vice President and changing from salary release to course release with a minimum of $3,500 per course.
    b. Gary Myers raised a question regarding this proposed AOP increasing the burden on the department.
    c. Sarah Rajala stated that this was a teaching-heavy model. She stated that she could assure that no Department Head or Dean in Engineering would encourage their faculty to participate in these activities as it would lead to forgoing a significant amount of funding.
    d. George Hopper stated that there is a concept that the departments need to "suck it up." He stated that for faculty at this rank, it is difficult to separate out the teaching and what they bring to the table in terms of their experience.
    e. Dr. Gilbert stated that we approached this as to how to fund the Vice President of the Faculty Senate out of the Office of the Provost and Executive Vice President. He stated that he is fine with the way it was before, but without funding the Vice President of the Faculty Senate.

f. Meghan Millea stated that the burden of her service as the Vice President of the Faculty Senate significant impacts her ability to serve on committees and projects at the department level. The service that she is not able to provide at the department level is then shifted to her colleagues.

g. Dr. Myers stated that faculty governance is a very strong component at MSU and that he would hate to see something that would discourage individuals to participate in faculty governance. Dr. Myers suggested a flat rate above the cost of the course instead of percentages.

h. Dr. Gilbert stated that he would go back and look at this again.

i. **AOP 13.21 – Faculty Released Time for Specified Committee Chairs was tabled for action at the next Deans Council meeting.**

6. AOP 12.27 – College-Level Examination Program (CLEP):

   a. **AOP 12.27 – College-Level Examination Program (CLEP) was approved unanimously with no revisions.**

7. AOP 12.31 – Freshman Course Loads:

   a. **AOP 12.31 – Freshman Course Loads was approved unanimously with no revisions.**

8. AOP 12.32 – Refund and Course Credit Policy for Student Members of the Military Called to Active Duty or Deployed:

   a. There was discussion about "course required fees" under POLICY/PROCEDURE.

   b. There was discussion about potential revisions to this AOP, including:

      i. A recommended revision was changing the first paragraph of the subtext under "POLICY/PROCEDURE" to read: "Any student who cannot complete a semester due to being involuntarily called to active duty from the Reserves or National Guard or an Active Duty student deployed under emergency conditions may request a full refund of tuition, out-of-state fees (if applicable), and other unused course required fees. Housing and meal plan refunds will be prorated. To receive the refund, the student must present to his/her academic dean a copy of military orders verifying the call at the time the withdrawal from the University is initiated. Any student who withdraws under this policy will not receive a recorded grade."

   c. **AOP 12.32 – Refund and Course Credit Policy for Student Members of the Military Called to Active Duty or Deployed was approved unanimously with the above revision.**

9. AOP 13.11 – Academic Freedom:

   a. **AOP 13.11 – Academic Freedomwas approved unanimously with no revisions.**

10. Other Items:

   a. Dr. Myers announced that on Monday, November 8, the College of Arts & Sciences will be hosting their final humanities lecture of the semester.

   b. Jim West announced that a faculty member in the College of Architecture, Art & Design is currently serving as a Fulbright scholar at another institution.

   c. Butch Stokes announced that commencement is 40 days away and will be held Friday, December 10 at 7:00 PM.

d. Mr. Stokes stated that we are still working on acquiring textbook adoption information and asked that the Deans mention this within their college as possible.
e. Mr. Stokes stated that he has had interesting discussions regarding publisher-hosted course content sites (as discussed at the previous Deans Council meeting):
    i. If we are having students sign up at the publisher's website and the information uploaded to that website gets ported back to MSU, that is okay.
    ii. The problem is when the faculty upload information to the publisher's website and it stays there.
    iii. Dr. Myers posed a question about grading modules where students take a quiz on the website and it posts a grade.
        1. Joan Lucas stated that if the student logs in to the website and initiates the process, it's okay.
        2. There was discussion regarding whether individual grades are protected under FERPA.
        3. Ms. Lucas stated that it is problematic if the outside vendor calculates a final grade. If it is a preliminary grade and there are other components involved in the final grade that are input by the faculty member, this is okay. These external websites often have a disclaimer that students must agree to. We should have alternative options available for students uncomfortable agreeing to the disclaimer.
f. Dr. Ryan reminded the council to remind their faculty to not put student data on portable data collection units (i.e., flash drives) that do not have encryption capabilities. This service can be provided by ITS if requested.