

**Deans Council**  
**December 13, 2010**  
**1:30 PM**  
**Allen 611**

**Members Present:** Patricia Brock (for Mark Binkley), Richard Blackburn, Timothy Chamblee, Frances Coleman, Lou D'Abramo, Thomas Sellers (for Rhett Hobart), Kent Hoblet, George Hopper, Joan Lucas, Gary Myers, Mike Rackley, Sarah Rajala, Lynne Richardson, Peter Ryan, Butch Stokes, Jack Tucci, and David Lewis (for Jim West).

**Others Present:** David Shaw.

**Minutes taken by:** Martha Thomas.

1. Upon a motion by Sarah Rajala and second by George Hopper, the minutes of the November 29, 2010, meeting were approved with no corrections.
2. Announcements:
  - a. Peter Ryan, chairing Deans Council for Jerry Gilbert who was called to a meeting with President Keenum, thanked everyone for their hard work and great leadership over the past year. Dr. Ryan stated that with the efforts, willingness, cooperation, and leadership of those in Deans Council, we are in a lot better shape than we thought we would be twelve months ago.
  - b. Dr. Ryan distributed a copy of the revised Deans Council schedule for the spring 2011 semester.
  - c. Dr. Ryan reminded the group that grades are due by Tuesday, December 14, 2010, at 12:00 noon.
  - d. Dr. Ryan invited the Deans Council to the holiday open house on the 6<sup>th</sup> floor of Allen Hall on Tuesday, December 14, 2010, from 9:30-11:00 AM.
  - e. Dr. Ryan stated that there was a problem this year with several students not applying for graduation on time. The deadline for applying for graduation was November 19, 2010; however, a number of students were not aware of this deadline in spite of multiple reminders from the Registrar's Office, along with departmental and college reminders. Dr. Ryan stated that the Office of the Provost allowed some students to apply for graduation up to Friday, December 3, 2010, with a \$350 fee.
    - i. There was discussion about the reasons for which students did not apply on time for graduation and the statistics of which students did not apply on time for graduation.
    - ii. Butch Stokes stated that his office sent out six reminder e-mails to students.
    - iii. Mr. Stokes stated that there is also a problem with the number of students who maintain balances on their accounts. Students must pay their accounts in full before they are allowed to graduate; however, the Registrar's Office requires that students pay their accounts down to \$300. Transcripts will not be released until the student's account balance is \$0.
    - iv. There was discussion about the economy's effects on delinquent accounts.
    - v. Thomas Sellers stated that students get too many e-mails from various MSU groups and that the Student Association is looking for a way to counteract this so that students view the important

reminders. Mr. Sellers stated that advisors often play a key role in reminding students of deadlines relevant to graduation.

- vi. There was discussion about potential solutions, including electronic signage, advertising in *The Reflector*, and having a master calendar.

3. Textbook Adoption Policy:

- a. Mr. Stokes stated that he sent out a list of courses that were missing textbook adoption information. He stated that MSU is doing very well in textbook adoptions as compared to other Mississippi universities. MSU has an adoption rate of approximately 95% while the University of Mississippi and University of Southern Mississippi have adoption rates around 60-70%.
- b. Mr. Stokes stated that problems with textbook adoption stem from the IHL policy being implemented without much warning, problems linking BANNER with Barnes & Noble's system, and from faculty/administrators having to individually report textbooks for cross-listed courses and courses with multiple sections.
- c. Mr. Stokes thanked Mike Rackley and Information Technology Services (ITS) for their assistance in this process.
- d. Richard Blackburn expressed concern that employees in the Registrar's Office and ITS are performing tasks which are the responsibility of Barnes & Noble.
- e. Mr. Stokes stated that Barnes & Noble is pleased with the textbook adoption policy and process because universities are now paying attention to textbook adoption.
- f. Mr. Sellers stated that a part of IHL's textbook adoption policy was that at a certain date, if a textbook had not been provided, a default textbook would automatically be input. Mr. Sellers stated that MSU, along with every other Mississippi university, should have a 100% adoption rate now.
- g. There was discussion about the purpose of the policy and difficulties with newly published textbooks. There was discussion about a recent article which indicated that MSU students had saved \$125,000 through the textbook rental program.
- h. Dr. Rajala stated that the most significant problems at the department level pertain to cross-listed and duplicate sections of the same course. Dr. Rajala recommended that a solution be developed to address this problem.

4. Other Items:

- a. Mr. Rackley distributed a copy of a phishing e-mail that has been going around campus. The e-mail appears to be from Amazon.com.
- b. Mr. Rackley announced that ITS will be doing some work on the systems and networks on Saturday, December 18, 2010, from 8:00 AM – 12:00 noon. All web servers will be down. BANNER will be down from 8:00 AM – 4:00 PM and OnCampus will be down from 8:30 AM – 4:30 PM. On Tuesday, December 21, 2010, buildings will experience 15-45 minutes of internet outages.
- c. Dr. Rajala stated that one of her faculty members is having extreme frustrations with Blackboard. She has been in touch with Linda Morse

to determine what can be resolved. Mr. Rackley stated that he will look into the problem.

- d. Dr. Ryan thanked Lynne Richardson and Jack Tucci for their service to their colleges and the university. Dr. Ryan wished everyone, on behalf of Dr. Gilbert and the Office of the Provost, a joyous and merry holiday season.