

Deans Council Minutes July 20, 2009

Members present: Peter Rabideau, chairman; Richard Blackburn, Frances Coleman, Jerry Gilbert, George Hopper, Melissa Mixon, Gary Myers, Sarah Rajala, and Lynne Richardson. Also present were: Mark Binkley, Julie Fulgham, Glenn Steele, and Butch Stokes.

1. Academic Operating Policies:

- AOP 10.07 - U.S. Department of Veterans Affairs: Students: No changes to this policy. A motion was made to approve as written; this was approved unanimously.
- AOP 10.08 - Classroom Regulations: No changes recommended for this policy. An editorial change was suggested - changing "Smoking in Classrooms" to "Tobacco Use in Classroom". A motion was made to approve; this was approved unanimously.
- AOP 11.01 - Shackouls Honors College, Division of Academic Affairs: This policy changes "University Honors Program" to "Shackouls Honors College" in every instance. Also, eliminates Phase 1 and 2, at the request of the Honors College. A motion was made to approve; this was approved unanimously.
- AOP 11.04 - Combined Undergraduate/ Graduate Courses: The changes are "should" to "must" to coincide with the intent of the policy. It was pointed out that two other "should" statements should be "must". These are editorial changes. A motion was made to approve; this was approved unanimously.
- AOP 11.11 - Auditing a Class: After discussion the inserted sentence was revised to read "No audited course may be counted as part of the required hours of any degree or program requirement". Since this is for clarification, it does not need to go back to Associate Deans Council. A motion was made to approve; this was approved unanimously.
- AOP 12.02 - Withdrawal from the University: No changes to this policy. A motion was made to approve as written; this was approved unanimously.
- AOP 12.11 - Degree Requirements - Undergraduate: After discussion concerning visiting with advisors for suitable alternatives, it was decided that this policy would go back to Associate Deans Council for editing.
- AOP 12.12 - Credit, Grades, and Academic Standing: No changes to this policy. It was suggested that in the last paragraph, the word "relevant" be inserted before "deans". This is a clarification so it will not need to return to Associate Deans Council. A motion was made to approve with this clarification; this was approved unanimously.

2. Budget:

- Dr. Rabideau stated that he would like to meet with each dean this week to discuss the upcoming budget reductions. Waanda will schedule those meetings.
- Dr. Rabideau distributed two handouts as examples of budget reductions at other institutions. After discussion, it was decided that Waanda would prepare a spreadsheet for the deans to use in preparing the 5% budget reduction information. This will insure that all are providing the same type information. Attachments can also be provided.
- Dr. Rabideau stated that this will be the plan of each dean.

- Care must be taken in cutting items that are needed throughout the university.
 - There are contractual obligations.
 - These 5% budget reduction plans should be submitted to the Provost by July 31. After that date, Dr. Rabideau will meet with Mike McGrevey.
3. **Start-up funds:** Dr. Steele stated that it is necessary to have an idea of the situation. The Office of Research has committed 2010 and 2011 funds but has some flexibility in 2012. There is the possibility that some additional funds will be provided. In the next 2 weeks (by August 3), please submit an estimate from each college - - projection of hires this year, some idea of the startup packages.
4. **Other Items:**
- Dr. Rabideau stated that he has been sharing reports from Human Resources concerning delayed paperwork and incorrect paperwork. He asked the Deans to look closely at these, particularly if their college has a long list. Paperwork must be handled in a timely fashion.
 - Dr. Lynn House, our major contact at IHL is leaving IHL very soon to assume the position as System Provost for the Louisiana Board of Regents in Baton Rouge, Louisiana. On July 29th, the Provosts will have a one-day retreat. If you have issues the Provosts need to review, please get those to Dr. Rabideau before that date.
 - Dr. Gilbert reported that the Executive Enrollment Committee meets every two weeks to discuss upcoming enrollment figures. All colleges need to be recruiting. We need a discussion with the President regarding enrollment versus budget cuts.
 - Registrar Stokes reported that for the fall semester, there will be one commencement on Friday night, December 11, at 7:00 PM. There will be 1100 to 1200 students participating. This is due to ball game conflicts on Saturday, but the Athletic Director is working with us on future commencements.
 - Dean Hopper reported:
 - a. Dr. Rick Kaminski has been named a Hero of Conservation.
 - b. A Natural Resource Camp is presently underway
 - c. Wood Magic will take place again in October.
 - Dean Richardson reported:
 - a. She will chair the United Way Campaign this year and plans to have some competition between colleges. Allison Pearson will again chair the Academic Affairs Division.
 - b. The search for Meridian Dean had more than 80 candidates. The three candidates chosen will be on campus next Monday through Thursday; then the committee meets on August 5 to submit recommendations. The three candidates are Michael Brown, Jack Tucci and Ken Shaw.
 - Dean Rajala reported that she is chairing the search committee for the Vice President for Research and Economic Development and asked the deans to consider nominating appropriate people. Screening will begin on August 10.
 - Dr. Gilbert reported:
 - a. The next Vice President for Agriculture, Forestry and Veterinary Medicine should be announced soon.

- b. The New Faculty Orientation is scheduled for August 10 and 11. All deans are invited to a reception at 5:15 PM on August 10 at the Hunter Henry Center. There will be a Promotion and Tenure panel prior to the reception.