

**Deans Council Minutes
November 3, 2008**

Members present: Peter Rabideau, chairman; Hart Bailey, Richard Blackburn, Donna Clevinger, Frances Coleman, Lou D'Abramo, Jerry Gilbert, Robert Cooper (for Kent Hoblet), Rick Kaminski (for George Hopper), Linda Morse, Gary Myers, Lori Bruce (for Sarah Rajala), Lynne Richardson, Braxton Stowe, and Jim West. Also present were: Kirk Schulz, Mark Binkley, Butch Stokes, Julie Fulgham, Charles Guest, and Mike Rackley.

1. Dr. Rabideau reviewed the Recruitment Strategies and Responsible Administrator for Academic Affairs and stressed that all search committees must meet with the Director of Diversity and Equity Programs and that the next higher administrator should review applications.
2. Academic Operating Policies: in getting ready for the fifth year review and our upcoming SACS reaffirmation report, the following AOP revisions are recommended
 - AOP 12.08 - Requirements for Degrees, Academic Minors, and Certificate Programs: In Section 1, we will follow IHL rules for bachelor's degrees; graduate degrees will mirror our graduate bulletin. Dr. Gilbert made a motion to approve. After this was seconded, the policy was approved with no opposition.
 - AOP 13.13 - Parental/Medical Leave Guidelines for Tenure and Workload Modifications: The policy has been revised by adding the last paragraph regarding guidelines. Dr. Gilbert also pointed out that once a tenure clock has been stopped, that action cannot be rescinded. Dr. Gilbert made a motion to approve. After this was seconded, the policy was approved with no opposition.
 - AOP 13.14 - Grade Appeal and Academic Review Board: The change from "72 hours" to "3 business days" is recommended. Also, Dr. Gilbert pointed out that an advisor for either the instructor or student is not allowed to speak for the client. Dr. Gilbert made a motion to approve this modification. After this was seconded, the policy was approved with no opposition.
3. **Budget:** Dr. Rabideau reported that the university plan to address a 2% mid-year budget cut - if necessary - will not involve cuts to academic programs. Of greater concern is the possibility of a 4% cut in the next fiscal year. However, for the moment, we are not cutting positions or classes and we will keep moving forward and striving for excellence.

4. **Assessment Software:** Julie Fulgham presented the timeline for institutional effectiveness assessment process (handout). The Office of Institutional Research or the Center for Teaching and Learning will provide training on the TracDat software that was chosen.
5. **Graduate Student Recruitment:** Dr. D'Abramo gave an overview of the graduate student recruitment goals and proposed fee increase (handouts). This has been presented to the Graduate Council. He also provided a comparison of fees charged by SEC institutions and non-SEC institutions. Dr. D'Abramo stated that the new website for the Graduate School should be online mid-November and this will also be used as a recruiting tool. Dr. Rabideau asked if everyone was comfortable with the \$40 fee and everyone was in agreement.
6. **Overhead Distribution:** Dr. Schulz distributed "Overhead Distribution Focus Group" document (handout) and stated that this is a summary of recommendations. He asked the deans to review this, for possible discussion at the next Deans Council meeting. Dr. Rabideau stated that it might be worthwhile to get some information from our peer institutions and asked Julie Fulgham to handle this through the Office of Institutional Research. Dr. Schulz said that there is concern about the 4% moved to the President's office and audit issues. He stated that he hopes to work with our next president on that issue.
7. **Other Items:**
 - Braxton Stowe shared the "Top Issues of Students" (handout) and mentioned that advising is one of the issues. The Student Association prepared a resolution regarding quality advising. He stated that he would like to have further discussion regarding this issue.
 - Dean Myers reported that the dean's eminent scholars for 2008 have been named: Lynne Cossman, Seong-Gon Kim, Peter Messer. Also, Dr. Stephen Middleton was named History Humanities teacher of the year for MSU.