

Dean's Council Minutes

October 1, 2007

Members present: Peter Rabideau, chairman; Sue Minchew (for Richard Blackburn), Donna Clevinger, Frances Coleman, Robert Wolverton (for Walter Diehl), Jerry Gilbert, Kent Hoblet, Richard Kaminski (for George Hopper), Gary Myers, Bill Person, Al Rankins, Lynne Richardson, Glenn Steele, Lynn Reinschmidt (for Vance Watson), and Jim West. Also present were: Mark Binkley, Julie Fulgham, Charles Guest, Mitzy Johnson, Mike Rackley, Butch Stokes, Diane Alexander, Mary Sowers, Ken Stewart, and Susan Heath.

1. Dr. Rabideau said we have too many instances of people not being paid on time at the beginning of each semester. While some cases may be unavoidable, this is not always the case. Diane Alexander (Operations Manager in the Office of the Provost), Mary Sowers (from HRM), Ken Stewart and Susan Heath (from Controller's Office) shared information regarding this issue and how we might better address the problems. Diane distributed a handout regarding the Employment Process and timeline. Dr. Rabideau emphasized the importance of having a backup for people in the offices so that paperwork does not stop when key people are out of the office. Dr. Rabideau asked Mary Sowers to provide him the names of offices that delay the paperwork process. There was discussion concerning the pros and cons of paperwork versus on-line transactions. Diane also mentioned that the Request for Adjustment Check is becoming more common, and this is a manual process, which is not encouraged.
2. **SECAC Meeting:** Dr. Rabideau recently participated in a meeting of the Southeastern Conference Academic Consortium, where there was a request from Engineering deans and from Deans of Design to form a SECAC deans group. This was approved. They are also looking at a cooperative agreement on education abroad for international programs. This group is also looking into a leadership program to possibly begin a year from now. Sandra Harpole has agreed to represent MSU in the organizational meeting. SECAC is presently housed at the University of Arkansas.
3. **Voluntary System of Accountability (VSA):** Dr. Rabideau distributed a handout titled "Accountability University" and reported that there have been discussions regarding this issue. MSU would like to be a part of this initiative. This ties in very nicely with our SACS efforts, which will result in a visit in 2014. The President will call a meeting of deans and department heads and Mitzy Johnson will give a succinct presentation to get things started with SACS.
4. **Salary Structure and Faculty Survey:** A copy of a recent faculty survey was distributed. The deans were invited to provide their thoughts on this survey. Dr. Rabideau will visit with the President regarding this survey when the results are in, and would like to share any comments with the President at that time. There was discussion concerning a bell curve, departmental supplies budgets, adequate wording for memo that accompanies budgets and average raise pool, hiring new faculty, vacant unfunded lines, merit and equity raises, evaluation system and various survey questions.
5. **Regular faculty meetings:** Dr. Rabideau reminded the deans that they should remind the department heads that it is very important that they at least have monthly faculty meetings.
6. **Other Items:**
 - Dean Steele distributed an article regarding Dr. Foglesong's being named Tau Beta Pi 2007 Distinguished Alumnus. On October 26, there will be a reception in the Grisham Room of the Library at 2:30 honoring Dr. Foglesong.

- Butch Stokes reported that we are at the half-way point of the semester, and next week we will begin reporting mid-term grades. Some changes have been made in the process of reporting absences and mid-term grades.
- Dean Hoblet reported that the CVM accreditation visit will begin Sunday.
- Associate Dean Minchew reported that as part of the NCATE, we submit program reports. We have been chosen as one of three national models.
- Dean Coleman reported on the program and reception honoring President Foglesong on October 26 at 2:30. On Thursday, October 4, former governor William Waller will be making presentation at the Library. On October 13, we will be receiving papers of Congressman Marshal Blackburn, 1973 graduate of MSU and U. S. Congressman, House of Representatives, Tennessee.
- Dean Lynne Richardson reported that the ribbon cutting for the building addition is scheduled for Saturday morning at 10:15. Faculty members will be in classrooms during the tour of the building. She invited deans to drop by for a tour and then join them in the tent afterwards.
- Dr. Wolverton reported that Faculty Senate will have their semi-annual fall roundtable discussion at Plymouth Bluff tomorrow. During the morning, they will discuss distance education and in the afternoon, Dr. Lynn Cossman will report on her work on women and minorities and retention in the College of Arts and Sciences and Engineering.
- Dean Clevinger reported that the President was in Meridian last week. The Meridian campus had a celebration for retired dean David Moffett on campus. Dean Moffett was the first Dean and was at Meridian for 27 years. She reminded the Deans of entertainment almost every week at the Riley Center. Rooms are also available for conferences.
- Dr. Kaminski invited the Deans to attend a dedication of the courtyard in front of Thompson Hall on Saturday morning at 10:30. This will be dedicated to Colonel Kenneth D. Johnson, who is a major donor. Students have worked on the courtyard. In a recent meeting in Tucson, Jim Miller received the most prestigious award in the Wildlife and Fisheries arena. He is only the second recipient from the southeast.
- Dean Myers reported that Dr. Walter Diehl, Professor of Biological Sciences, is the new Associate Dean for Research in Arts and Sciences. The Humanities Institute guest speaker on October 18 will be John Severn, at 4:00 PM in the Swalm 4th Floor. Arts and Sciences will have a tailgate this weekend for the ballgame.
- Dean West reported that EPA presents Sustainable Design Awards each year and Michael Berk, faculty member in Architecture won first place in the “unbuilt category”.
- Dean Person reported that the Graduate School sent letters to each dean asking them to reappoint their Level 1 Graduate Faculty. The Graduate School implemented the electronic process for completing applications for admission, and have admitted the first student electronically. We will have training sessions for graduate coordinators. He thanked Mike Rackley and his staff who worked to make sure this process was successful.
- Associate Dean Lynn Reinschmiedt said the deans should have received an invitation to the CALS alumni breakfast this weekend. On November 10, the Agriculture and Biological Engineering building will be dedicated. The ribbon cutting is scheduled for 9:30 AM.
- Mike Rackley reported that they are in the midst of an upgrade to WebCT and new Blackboard Vista. We are also working on academic courses for Maymester.