

Deans Council Minutes

February 6, 2006

Members present: Peter Rabideau, chairman; Gregg Boring, Frances Coleman, Lou Capella (for Sara Freedman), Jerry Gilbert, George Hopper, Richard Blackburn, Nick Nichols, Phil Oldham, Nancy Reichert, Jim West, and Peter Wood. Also present were: Mark Binkley, Sharon Nobles (for Butch Stokes), Gary Pike, Charles Guest, Colin Scanes and Mike Rackley.

1. **Academic Operating Policies:** (handouts)

▪ **For Action:**

- AOP 13.08 (Travel by Faculty and Staff): In this revision, the review dates are changed to every five years and there are some changes: e.g., Whether using university funds or not, travel form is necessary if the traveler represents the University. We no longer issue American Express cards, but we do issue MBNA. MSU ID cards are now issued through the Campus Card Office. The Comptroller's Office is now the Office of Accounts Payable and Travel.

There was discussion concerning funding for international travel and submitting travel approval forms. Mr. Guest stated that the law says if you represent MSU during the travel, appropriate approvals are required, whether you are to be reimbursed or not.

After striking the second sentence in section 4, the policy was approved unanimously.

Provost Rabideau will explore with IHL the questions that were raised concerning funding for international travel.

- AOP 13.11 (Academic Freedom): In this revision, the review dates are changed. After motion and second, the policy was approved as submitted without opposition.
- AOP 13.20 (Exit Interview of Departing Faculty): In this revision, the review dates are changed. After motion and second, the policy was approved as submitted without opposition.
- AOP 31.10 (Schedule Planning and Registration): In this revision, the review dates are changed; the reviewing group for unclassified students is changed to University Academic Advising Center; General Studies is changed to Interdisciplinary Studies; scheduling is done through the University Registration System; and reference to "handicapped students"

is changed to “students with a disability”. After motion and second, the policy was approved as submitted without opposition.

- AOP 31.02 (Legal Resident Status): In this revision, the review dates are changed and the “legal residence of a minor” and “children and spouses of military personnel” are changed to reflect new Board policy and Mississippi State law. After motion and second, the policy was approved as submitted without opposition.

- **For Possible Deletion:**
 - AOP 13.13 (Leave Policies): Since this is covered through Human Resources policy, this policy is unnecessary. After motion and second, the policy was approved for deletion as submitted without opposition.
- 2. **Alternative ID Report:** (handouts) Dr. Gilbert heads a task force appointed by President Lee and reported that new MSU Identifier numbers will be effective July 1, 2006. He distributed a draft report from the committee, as well as a draft policy and various forms. This is necessary in moving from using the Social Security Number as the MSU identifier. We will have a 9-digit for all employees, staff, students and others on March 13. Social security numbers will still be obtained, but that information will be accessed only by approved personnel.
- 3. **Reclassification and Salary Adjustments:** (handout) Dr. Rabideau distributed a sample memo that came from H.R. We are now moving to two periods per year for reclassification for staff. For such approvals, the salary adjustments will become effective on January 1 or July 1. There are some provisions for legitimate exceptions, but Dr. Rabideau asked the deans to please abide by these windows if at all possible. If additional responsibilities are performed during the 40 hours per week, that may not generally be good justification. New duties are sometimes equivalent to old duties. In-hand, verifiable job offers may be legitimate exceptions. He did ask the deans to communicate this information to their department heads.
- 4. **Staff Appraisal Form:** (handout) Ann Bell and Judy Spencer from Human Resources have visited with each dean to discuss the new form. There was discussion concerning the weighting to be used in Academic Affairs and it was decided that Academic Affairs would use 50% for competency and 50% for goals. We will report that to Human Resources. The supervisor for the person being evaluated will fill the forms out; a list of individuals in these categories would be distributed; non-exempt staff with non-supervisory responsibilities will be evaluated; this is mandatory.
- 5. **Promotion and Tenure:** Dr. Rabideau believes progress has been made in the promotion and tenure process at MSU. He has asked Dr. Scanes and Dr. Gilbert to serve as an advisory committee to him on the Promotion and Tenure applications again this year. He will meet with the deans as necessary. Important issues are: areas of excellence, standards for excellence, external letters. Dr. Rabideau said that he will have a P&T recap with chairs of departmental committees, department heads and deans. He invited the deans to share any thoughts or ideas they may have.
- 6. **Reminder:** On Thursday, we will have the first Faculty Seminar and Wine and Cheese Reception at 5:00 PM at the Hunter Henry Center. Speaker is Noel Polk.