

Deans Council Minutes
January 24, 2005

Members present: Peter Rabideau, chairman; Gregg Boring, Frances Coleman, Lou Capella (for Sara Freedman), Jerry Gilbert, Bob Karr, Glen Hendren (for Sue Minchew), Nick Nichols, Phil Oldham, Ruth Prescott, Robert Green (for Kirk Schulz), Lynn Reinschmiedt (for Vance Watson), Jim West, and Peter Wood. Also present were: Mark Binkley, Butch Stokes, Gary Pike, and Colin Scanes.

1. **Affirmative Action Plan** - - Dr. Rabideau distributed a template prepared by Carson Cook. This will be helpful as a template we can all follow as we prepare a common university document.
2. Dr. Scanes agenda items:
 - **National Defense Industrial Association (NDIA)** - - We have information from NDIA concerning four space and missile post graduate fellowship awards. If interested, see Dr. Scanes.
 - **Websites and Publications** - - The publication numbers at MSU are relatively low. We are not publishing, and we are not updating CVs on the web when we do publish. It is critically important that we update websites. Please emphasize the importance of peer reviewed publications. We need to hire faculty from peer institutions or better.
3. **Academic Operating Policies**
 - AOP 10.03 - Deans Council and Associate Deans Council: This updates the policy to eliminate Academic Council, change names of individuals on Deans Council and Associate Deans Council, and calls for review every five years. It was noted that the new title for Faculty Senate is Vice President. That change will be made. The policy, with that change, was approved unanimously.
 - AOP 11.13 - Winter Intersession: Following much discussion dealing with 12-month faculty who teach during the intersession, pay for teaching during intersession, workload to include intersession, whether this constitutes overload, the way Ole Miss handles their intersession, etc., it was decided to table this policy until Ruth Prescott has had an opportunity to speak with legal counsel on some of the issues.

- AOP 13.01 - Emeritus Appointments: This insures that the nominations for emeritus appointments begin at the department level, therefore not all retirees are considered. This also puts this policy on five year review schedule. This policy was approved unanimously.
4. **Operating Policies**
- OP 30.02 - Use of Copyrighted Computer Software at Mississippi State University: This changes the review cycle to every five years rather than every year. This policy was approved unanimously.
 - OP 30.03 - Management of Copyrighted Site Licensed Computer Software at Mississippi State University: This updates the title of Director of Computing Center to Head of Information Technology Services and moves from review every year to review every five years. This policy was approved unanimously.
5. **Other Items**
- Sabbatical applications: We have requested additional information for about 60% of those sabbaticals received. Sabbaticals should include: (1) faculty member going somewhere to engage in some scholarship, creative teaching, etc. (2) a letter of invitation from the place where the faculty member is going (3) a statement from the dean in support of each application (4) a CV should be attached. We want to encourage sabbaticals, but we want them to be for good legitimate experiences.
 - Dr. Pike distributed a draft 2004-2005 Report on Assessment Activities form and asked for feedback. We have suspended the annual planning form - - this replaces the annual planning form. This will be done in June. The finalized form will be shared at a later date.
 - Dr. Pike said college and department profiles are waiting for faculty accomplishment reports. New forms and directions should be going out today.
 - We had a request from the Interim Commissioner concerning our accreditable and accredited programs. Pike will send our list of academic program review inventory and ask you to indicate which ones are accredited and non-accredited.
 - Mark Goodman announced that the spring roundtable will be held at Plymouth Bluff on April 2 with a general topic of "teaching and instruction". We are presently working on the agenda.