

Deans Council Minutes
April 18, 2005

Members present: Peter Rabideau, chairman; Gregg Boring, Frances Coleman, Sara Freedman, Jerry Gilbert, Sue Minchew, Nick Nichols, Phil Oldham, Ruth Prescott, Kirk Schulz, Vance Watson, Jim West, and Peter Wood. Also present were: Charles Guest, Gary Pike, Butch Stokes, Mark Binkley, Colin Scanes, and Mike Rackley.

1. Vice President Scanes items:
 - EPA, safety, and compliance: We have problems in two out of three departments visited. We cannot ignore regulations; we could lose accreditation. If charged, fines will be paid at the unit level.
 - Web-sites: It is very important that faculty list their research field and keep publications updated on the departmental web-site. Some deans stated that they hire someone to maintain or create their web-sites. Mike Rackley noted that ITS is forming a web-developing team and will offer that service for a fee.
 - Graduate Applications and Admits: Applications are significantly down. Total admits show significant decline. This reinforces the importance of our web-site information. The difference between admits and applications may reflect quality of students and how quickly graduate applications are processed. Dr. Scanes will follow up on the difference in "internationals" and "foreign students". He will also provide information for additional years.
 - Graduate stipends: The minimum in some areas is as low as \$600 per month.
2. International Travel: In cases where the traveler is not presenting a paper, etc., Dr. Rabideau would like a memo from the dean explaining the importance of the travel with the international travel request.
3. Intersession: Faculty Senate has recommended against the latest intersession document.
4. Academic Operating Policies:
 - **AOP 10.05 - Nepotism**: This policy was modified by the Associate Deans and a paragraph was added for non-employment situations where direct benefit could occur to relatives. Suggested adding to the last sentence "and request approval at the next highest level of administration". We need another paragraph stating how we will handle exceptions. This policy was tabled so that the Associate Deans could revise.
 - **AOP 10.08 - Classroom Regulations**: A paragraph has been added to address the use of cell phones during classes. This was in response to a Faculty Senate recommendation. A recommendation to add "unless authorized by the instructor" was considered as an amendment. With this friendly amendment, the motion was approved with no opposition. After discussion, it

was decided the next revision will also address the use of tobacco in the classroom. There was also discussion concerning the importance of the syllabus - - must clearly state the requirements of the course and once that is distributed or on the web, it cannot be changed. Anything outside the schedule must be noted on the syllabus - - differences in class times must also be itemized in the registration material. Additional meeting periods should not be scheduled unless the students are told in advance of signing up for the classes. Registration information can show this as "alternate meeting times".

- **OP 01.21 - Post Tenure Review Policy**: A few words were added to address the information that should be reviewed when evaluating a faculty member in a post-tenure review. Every sixth year a faculty member will be reviewed in a post-tenure review process. The policy, as revised, was approved without opposition. Further discussion: Each department should have a written post-tenure review policy statement. Dr. Rabideau distributed a copy of the most recent table used by IHL for reporting institutional post-tenure reviews. This form is to be submitted to IHL in August. After discussion, it was decided that the review form will be revised to include a place to check whether the outcome of the review was "satisfactory" or "unsatisfactory".

5. Other Items:

- Arts & Sciences: (1) Several faculty have won Fulbrights. (2) We have two seniors and one junior who have received National Endowments for Humanities fellowships.
- Registrar: (1) There will be two commencement ceremonies on May 7th, with 2,012 students applying for graduation. (2) It is important to have sufficient numbers of people to assist with lining up. We will provide signs for MS and BS students to eliminate confusion. (3) Walk-through will be May 6th. (4) Meridian graduation is May 6th.
- Faculty Senate: Faculty Roundtable was April 2.
- Education: Annual Award Ceremony for faculty on Friday at 1:30, to include research awards and honor our retirees.
- Meridian: Things are progressing nicely on our building.
- Business and Industry: (1) Our building program begins in August. (2) We had a nice article about our MBA in a recent copy of *Mississippi Business*.
- Institutional Research: (1) We have a committee looking at revising student evaluation of teaching. (2) We have finished graduation rates for undergraduate minority students.
- Vice President for Research: (1) In reviewing the start-up requests, it is obvious that we are recruiting some outstanding faculty. (2) Semi-South II-VI is coming to Starkville and will employ 25-30 people within a year. (3) Interviews for Director of CAVS are presently being conducted. (4) Institute for Neurocognitive Science and Technology has formed a partnership with a

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group in Tupelo and they anticipate purchasing land in Starkville. The facility will have MRI and Catscan. The Vet School will also have use of the facility.

- ITS: (1) We have introduced an Anti-Spam solution on campus recently. (2) ITS And the TV Center will work together to have Giles Distinguished Professor Nancy Hargrove speak through the scoreboard at the football stadium this fall. Dr. Hargrove will be serving as a Fulbright Scholar in Vienna.