

**Deans Council Minutes**  
**August 1, 2005**

Members present: Peter Rabideau, chairman; Gregg Boring, Frances Coleman, Sara Freedman, Jerry Gilbert, George Hopper, Richard Blackburn, Gary Myers (for Phil Oldham), Ruth Prescott, Kirk Schulz, Lynn Reinschmiedt (for Vance Watson), Jim West, and Peter Wood. Also present were: Mark Binkley, Charles Guest, and Mike Rackley.

1. Dr. Rabideau introduced Dr. George Hopper, the new dean for the College of Forest Resources.
2. **Academic Operating Policies:**
  - ❖ AOP 12.25 (Pass-Fail Option) and AOP 12.31 (Freshman Course Loads) -- The proposed change is the review cycle from every other year to every five years, the standard revision time. There was a motion, second, and the AOPs were approved as revised.
  - ❖ AOP 12.10 (Recognition of Undergraduate Academic Achievement) -- Rather than one-half of total hours to be completed at MSU, we changed that to 62 hours, at the suggestion of the Registrar. There was a motion, second, and the AOP was approved as revised.
  - ❖ AOP 12.21 (Veterans' Academic Status) -- Proposed revisions change the review cycle and the name in the policy from Veteran's Administration to U. S. Department of Veterans Affairs. There was a motion, second, and the AOP was approved as revised.
  - ❖ AOP 12.27 (College-Level Examination Program CLEP) -- Proposed revisions change the review cycle as well as the place where the list is kept - - from the Registrar's Office to the *MSU Bulletin*. There was a motion, second, and the AOP was approved as revised.
3. **Chairs and Professorships:** Endowed Chairs should be used to attract external candidates with exceptional credentials. Appointments should be on a 3-year basis and may be renewable. However, 3rd year reviews should be conducted in a meaningful way with a report submitted to Academic Affairs. While you are encouraged to also use Endowed Professorships to attract external candidates, it is recognized that such positions may be used to recognize and retain existing faculty with exceptional records. As with Chairs, appointments should be for 3 years with a review required for renewal. Except in rare and justifiable cases, it is expected that appointments for Chairs and Professorships will be at the full professor level.
4. **Post-Tenure Review:** The Institutional Post Tenure Review Reporting Form is due to IHL. There is some confusion as to the institutional trigger. The

- post-tenure review policy specifies that trigger. Please review this form and advise our office if you see changes that are necessary for your unit.
5. **College Visits**: Dr. Rabideau plans to make annual college visits. He will go to the colleges and meet with the dean and leadership team. The format could be whatever the dean likes; may be question and answer session with faculty, staff and students; could be for several hours (an afternoon or an entire morning); look at facilities; power point presentation. He would like to do all the visits during the fall semester if possible. Please contact Waanda Lee to schedule these meetings.
  6. **Departmental SCH Data**: Dr. Rabideau distributed 3 tables. These data are from departmental profiles provided by Institutional Research for the year 2002-03. In the first table, there appear to be data missing. Please check the information. The next two tables are sorted in two different ways. Review this in terms of how you allocate resources in your colleges. Among other indicators, we look at (1) SCHs produced and SCH/FTE faculty, (2) productivity in articles, books, exhibits, etc., and (3) external funding. If a unit is low on all three lists, we need to look at it closely. One should not be low on every list.
  7. **Promotion and Tenure**: Time in rank and prior service. Assistant to Associate and Associate to Full -- the times in rank should be about the same. Prior service -- We look at sustained productivity and need to insure that their productivity keeps going -- same trajectory. Do not hire at one rank and then try to move them up because you feel you should have hired at a higher rank. For credit toward tenure, this should go through review at several levels (departmental committee, department head, and the dean). We cannot give tenure credit for junior college work.
  8. **BSIS Program**: The BSIS program is now handled In the Dean's Office of the College of Arts and Sciences. This has previously been handled out of the Office of the Provost.
  9. **Executive Recruitment DVD**: We are considering developing a CD or DVD to assist in recruiting faculty, department heads, deans, VPs, etc. We need to sell the institution and Starkville. Dr. Rabideau distributed a list of items that he felt should be included in the DVD, and asked the Deans for their ideas. Some other items mentioned were cultural activities, Starkville Arts Council, proximity to major cities, air travel, the Horse Park.
  10. **Other Items**: None