

**Deans Council Minutes
November 1, 2004**

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

1. **Affirmative Action Plan:** Carson Cook, Director of Diversity and Equity Programs, gave an overview of the Affirmative Action Plan. This is MSU's first formal plan in 14 years, and has been presented to Vice Presidents and to other divisions on campus. Dr. Rabideau said departmental and college plans will need to precede a division plan. We must set goals and timetables and determine how we will address deficiencies. Dr. Rabideau will discuss this with Jerry Gilbert and Ruth Prescott and come back to the Deans with a deadline for Academic Affairs.
2. **On-Line Application Process:** Due to some reported problems with the system, we are no longer requiring on-line applications for faculty positions. Several problems were discussed and Ruth Prescott will meet with Ann Bell in an effort to handle these problems. Most members felt that faculty positions should be handled in a different manner. Dean West will re-advertise the Dean of Education position because it specified on-line application required.
3. **Faculty Workload Policy:** This policy was reviewed and approved at Executive Council today. Dr. Rabideau pointed out that the annual review is an important part of this process. Also, it is important to have conversations concerning overall average teaching loads expected and it is important to have some flexibility.
4. **Other Items:**
 - Dean Nichols reported progress continues on the Riley Center.
 - Dean Minchew reported that the National Association of Industrial Technology (an Education student group) won first place in national competition).
 - Butch Stokes reported that pre-registration begins this week and we have a new look to registration web page.
 - Dean Coleman reported that the Library has some activities planned with the Agricultural Leadership on November 18th and will also receive Representative Steve Holland's papers on November 20th. Last Thursday,

the Library received a sizeable gift from the Templeton Family for memorabilia from their collection.

- Gary Pike reported that he sent to IHL the employee master file and will provide this information to the deans if they would like to have it. IHL requests this information on individuals employed as of September 30. This year, paperwork for 15 faculty was submitted between October 15 and 26, with effective dates prior to September 30.
- Dean Karr reported that the student chapter of Society of American Foresters entered competition and Forestry won first place in the nation. This is the fourth out of six years that group has received that distinction.
- Dean West said Fred Faulk's photographs have been displayed and will be taken down today. This display was well attended.
- Dean Oldham reported on two major building rededications in his college - - Bowen Hall and Hand Hall.
- Mike Rackley said he would assist in any way he could with the on-line job application process. He will work with Ann Bell in Human Resources.
- Dean Watson said they dedicated a new multi-purpose building in Stoneville.
- Dean Boring reported that their new curriculum was running smoothly.
- Dr. Scanes reported that he has a new business manager, Cheryl Barrett, and things are going well. The Research Office is working on moving graduate admissions to the Office of Graduate Studies. If you see a problem with that, Dr. Scanes would like to know this.
- Dr. Gilbert reported that our web sites are our window to the outside world and we have quite a bit of outdated information on the web pages. He asked the deans to encourage departments to update these pages on at least a yearly basis for accuracy, and to include the last update date at the bottom of the page.