

**Deans Council Minutes**  
**April 21, 2003**

Members present: George Verrall, chairman; Bob Taylor (for Wayne Bennett), Frances Coleman, Sara Freedman, Nick Nichols, Phil Oldham, Linda Pote, George Rent, Roy Ruby, John Thomson, Lynn Reinschmiedt (for Vance Watson), and Jim West. Also present were: Butch Stokes, Gary Pike, Charles Guest, Mike Rackley, and Phil Bonfanti.

1. Announcements:

- Dr. Verrall reminded the deans of the meeting on April 28th and the importance of that meeting.
- Rep. Billy McCoy has formed a committee to look at the importance of higher education to economic development and growth in our state. Dr. Verrall asked the deans to think about what economic development means to us and share that information with Verrall.
- The consultants on Continuing Education and Extension visited campus recently and the major issues are: (1) how do we reward the faculty involved in outreach; (2) how do we establish what we want to do in the future; (3) explain and sell the notion of engagement. Verrall will draft a note to the President and get his thoughts. We may discuss this at next Monday's meeting.
- SACS pointed out that we need a formal process for approving changes in college or departmental admission standards. We must document this process for SACS. No changes should be made until further notice.
- We will send notification of the process to remove Reading Days and Dead Days for next fall.
- Deans need to remind department heads to be responsive to the Bookstore in buying back used books and determining what needs to be ordered for summer and fall.
- Deans need to remind everyone who has a university cell phone that cell phones are not to be used for personal business. The personal use of cell phones is currently under review.
- Dr. Verrall asked for any thoughts on increasing our activities at Stennis Space Center on the coast.
- Dr. Verrall distributed copies of USM Board agenda item which was approved at the April Board meeting. This deals with "Request approval to initiate an incentive pay policy". Thames says it is a "goal of this administration that we have the highest paid faculty in the state". The Office of the Vice President of Research at MSU is examining this and will

## Deans Council Minutes

April 21, 2003

Page 2

solicit input from the deans. The IHL attorneys say it is all right if it is a university-wide policy.

- The Board did not approve any allocation on budget in April. We will be building a budget the last week of May. IHL is not inclined to allow us to use the tuition increase money we put aside. Dr. Verrall distributed copies of Potter's memo to the Board. Dr. Verrall is uncomfortable with allocating money on headcount. Would rather base on credit hours and discipline. IHL prefers the money in one pot and let IHL divide it up rather than the Legislature doing line items.
- Prior to next Monday's meeting, begin to think about how you would work with moving money from department to department. When you re-allocate money, what kind of information do you use? Begin to organize your thinking about how you evaluate your departments. The President is putting together a list of his thoughts. Verrall is also putting together his list. We will begin the process of making ourselves and our colleges accountable. Institutional Research is working on updated information showing student credit hour production, etc. We will try to get that information to you prior to next week's meeting.
- The Deans will meet to discuss graduate education. The recent roundtable produced some good discussion on graduate education and now we need input from the deans concerning how Graduate Studies is operating at MSU.

### 2. Academic Operating Policies:

- AOP 12.14 -- Reporting Absences. We recommend rescinding this policy since it is included in AOP 12.09.
- AOP 12.09 -- Class Attendance and Reporting Absences. The change is that faculty must report absences for freshmen. This is in conjunction with the Pathways program (coordinated by Dr. David McMillen). There were questions concerning physicians' responsibilities and the reporting of absences in large classes. It was decided that action on these two policies will be delayed, to allow the deans to take it back to the departments. We will also talk about the physician's statement at the next Deans Council meeting.
- AOP 12.32 -- Refund and Course Credit Policy for Student Members of the Military Called to Active Duty or Deployed. This change makes our current policy consistent with Board policy. After a motion, a second, and no discussion, the policy was approved unanimously.

### 3. Other items:

## Deans Council Minutes

April 21, 2003

Page 3

- Please let Dr. Abraham know of any changes you have on summer camps, academic programs, etc. His office maintains a list and makes changes as necessary.
- Summer School preliminary enrollment are available. Please encourage department heads to look at enrollment figures now. Minimum enrollment is 10 for undergraduate classes and 5 for graduate classes.
- If your college has not submitted financial needs in your area to Verrall, please do so.
- The SACS Accreditation Review Team did make some recommendations -- most of these dealt with planning and assessment, some minor. The official report has not been received. Some issues were faculty teaching without appropriate credentials and faculty files without appropriate transcript. We received 17 recommendations, a low average number. President Lee is waiting for the official report from the committee before he issues a statement.
- College of Architecture:
  1. MSU received the only award this year from the American Institute of Architects.
  2. MSU won one of five awards from the Association of Architectural Design.
  3. Our 5th year program facility in Jackson will have an open house later in the year, probably September or October. If you need space while in Jackson, please use the available space.
- Linda Pote stated that the new Vice President of Faculty Senate will be Nancy Reichert, and Reichert will begin to attend the Deans Council meetings.
- CVM graduates will receive their degrees in a separate ceremony this year. Dr. Watson will bestow the degrees, as the President will be at the Meridian commencement.
- College of Agriculture and Life Sciences:
  1. Landscape Architecture will hold their building dedication on May 5 at 2:00 PM.
  2. Two Goldwater scholars came from CALS this year.
- Meridian campus:
  1. Marks Rothenberg Building is going well. Senator Cochran is coming for a tour.
  2. Enrollment for Summer is up 10%.
  3. Scholarship applications are up 50% for the Fall.
  4. We will advertise for a recruiter.
- Butch Stokes distributed a plan for handling applications for graduation. This would help in solving the late graduation applications.

## Deans Council Minutes

April 21, 2003

Page 4

- Office of Institutional Research will work on the report needed by Friday.
- College of Business and Industry:
  1. Our student organization won regional competition for Human Resources Management in Dallas, Texas.
  2. We have our first workshop scheduled under Center for Economic and Financial Literacy.
  3. We have a commitment of \$5 million for building expansion and renovation. The cost will be \$10 million, so we are trying to get more donors.
- Division of Continuing Education:
  1. Looks forward to recommendations on engagement.
  2. Summer on-line is doing well.
  3. We are exploring assisting faculty in different ways.
- College of Engineering:
  1. Deans Development Council is planning the future for the college.
  2. Departmental Advisory meetings will be next week.
  3. Students are winning competitions -- outstanding engineering student in Southeast region; candidates for outstanding students in America; ECE team won first place in hardware and third in software.
- College of Arts and Sciences
  1. A faculty member in Sociology won the NSF Young Career Award.
  2. External Advisory Board is coming in on Friday.
- Dr. Verrall said that outreach engagement philosophy must be considered in P&T process. We will share next week what other schools are beginning to do.
- Be aware of immigration status of non tenured tenure-track people. Be aware of the wording in the offer letter.