

**Deans Council Minutes**  
**May 19, 2003**

Members present: George Verrall, chairman; Wayne Bennett, Frances Coleman, Sam Foster, Paul Grimes for Sara Freedman, Nick Nichols, Phil Oldham, Linda Pote, Ruth Prescott, George Rent, Roy Ruby, John Thomson, Vance Watson, and Jim West. Also present were: Butch Stokes, Charles Guest, Mike Rackley, and Phil Bonfanti.

Dr. Verrall called the meeting to order at 1:30 p.m.

Academic Operating Policies:

Dr. George Rent asked the deans to waive first consideration of the first three AOP's presented: AOP 12.09, AOP 12.11, AOP 12.14, and AOP 12.29. Motion was made, seconded and passed to waive first consideration.

AOP 12.11 - Degree Requirements-Undergraduate. This AOP has been revised in response to a SACS recommendation that at least the last 25 percent of semester credit hours of course work taken to fulfill degree requirements be completed from Mississippi State University. Motion was made, seconded and passed to approve AOP 12.11 as revised.

AOP 12.29 - Freshman Entrance Requirements. This AOP has been revised in response to a SACS recommendation to specify the department that handles admissions. The following paragraph was added: "The Office of Admissions has the responsibility for administering the admission requirements. Applicants may meet general admission requirements to the University but may fail to meet the requirements for a specific program, department, and/or college. Applicants should contact the academic unit in which they wish to major to learn of additional admission requirements." Motion was made, seconded and passed to approve AOP 12.29 as submitted. The Registrar's Office has made the necessary changes to the MSU bulletin.

AOP 12.14 - Reporting Absences. In light of revisions to AOP 12.09, motion was made, seconded, and passed to rescind AOP 12.14.

AOP 12.09 - Class Attendance and Reporting Absences. This policy requires that faculty report absences of freshmen to better assess behavior related to

retention. Motion was made, seconded, and passed to approve AOP 12.09 as submitted.

Other Items:

- Deans were requested to examine the way faculty workloads are documented in their colleges and establish in writing what the college workload policies are.
- The University's response to the SACS report is due September 9, 2003. There is a lot of work to be done.
- Yellow budget sheets should be received shortly. The budget analysis is due in Jackson June 4. Yellow budget sheets will be due back in the Provost Office on May 28.
- The President has said there will be \$2.5 million available for Academic Affairs to hire part-time and permanent faculty. This is recurring money. These funds will be distributed as soon as the plan is approved. We will have to cover unfunded classes for next year. In addition in Academic Affairs each college has asked for additional money for a total of \$600,000. ITS needs \$700,000. There is some one-time money to help. Next year will be a hard year; revenue will be off. Utilities will be approximately \$1.2 million. The generator project is in the hands of the Attorney General. We advertised for bids for a turbine generator and received two bids. Gas will go up dramatically as well as electricity. We could cut peaking. TVA is being understanding.
- It was noted in the SACS report that faculty do not appear to be involved in advanced placement and CLEP credits. It was recommended that there be an undergraduate advisor to look at those issues. This may come in another academic operating policy at some time this summer. It was discussed that faculty are involved in these issues. This recommendation should be looked at as an error in fact response.
- University planning is another big issue that needs work for SACS.
- Another SACS recommendation was faculty credentials. We're checking on the requirement of having an original transcript in the file. If an original transcript is needed rather than a copy, we will let you know. This could be another factual error.
- The SACS team noted a pattern of graduate teaching assistants teaching without the 18 hours of graduate study. No names were provided.

- Dean West reported that in Jackson there will be a final walk through with the Bureau of Buildings May 27 at 11 a.m. There will be office space available and a library for use by MSU people when in Jackson. September 26 is the date scheduled for the opening of the building.
- Dean Foster reported that the position formerly held by Schoenholtz has been filled. There were 11 candidates. The successful candidate is from Iowa State.
- Butch Stokes reported that as of 5/19/03 that of 62,324 reportable grades all were in but 46. There are 15 students who still lack grades. Dr. Rent noted that at commencement faculty was one of the smallest groups in attendance. The commencement committee will consider ways to increase faculty attendance. It was noted that faculty need to be included in the recessional. Individual college graduation ceremonies will eliminate some problems.
- Dean Oldham reported that everyone has been moved from Bowen Hall to Etheridge so renovation can begin.
- Phil Bonfanti said the visit by the President of Meisei University was successful. This is an institution that wants to relate to MSU and gives us an attachment to their country.
- Dean Nichols thanked those attending commencement at Meridian. Of faculty being recruited, the top candidates have accepted the position. The work on the promotion & tenure document helped with recruiting the first choice candidates.
- Frances Coleman announced that Emilie White is retiring this year.
- John Thomson reported that CVM had a good graduation ceremony. For the first time freshmen will begin their year in August rather than in May.
- Dean Watson stated that Agricultural Economics is winding up recruitment of a new department head.
- Mike Rackley reported that the Banner system would be upgraded this summer. Networks will be up; registration is open now.
- Dr. Rent asked the deans to be looking at fall registration now for class sizes.

There being no further business, the meeting was adjourned at 2:45 p.m.