

Deans Council Minutes
July 21, 2003

Members present: George Rent, chairman; Bob Taylor for Wayne Bennett, Frances Coleman, Sara Freedman, Bob Karr, Nick Nichols, Phil Oldham, Nancy Reichert, Roy Ruby, and Clay Taylor. Also present were: Butch Stokes, Charles Guest, Mike Rackley, Walter Diehl, and Leslie Bauman.

1. Announcements:

- Dr. Rent welcomed Dr. Clay Taylor back as Interim Dean of Continuing Education effective July 7, 2003.
- Dr. Verrall attended the IHL Board meeting held the week of July 15. Items discussed were:
 - The issue of flagged programs will have to be addressed this year.
 - No new programs were presented at the Board meeting. Proposed programs were pulled by Roy Klumb. The Board will discuss at the next meeting in August whether one board member has authority to pull programs from the agenda.
 - Duplication of programs is not a dead issue. Dr. McHenry wants to develop a list of core degree programs - those essential for each university.
 - Economic development continues to be an important topic.
 - The Board will have a retreat for members in August. A consultant has been hired to provide training/orientation for board members.
 - Letters of intent for new degree programs for February 2004 meeting are due at IHL this month.
 - The Board intends to develop a formula for funding next budget period and will use it first in distribution of new monies.
 - The Board is asking the legislature for level funding, no new budget cuts, pay increases, and project funding.
 - The Board is requesting \$10 million from the legislature for a centralized computing system.
 - Institutional Research is running the space needs assessment (SNAPS) as requested.
- Notes from the VP retreat on enrollment:

- Dr. Lee has suggested that some lapsed salaries could be used to fund research and/or service work with students, especially high school students.
- All colleges need more contact with Mississippi School for Math & Sciences (MSMS).
- More departments need to be involved in recruiting undergraduates.
- Websites need to be updated and consistent with current policy; there are a lot of discrepancies across campus. Changes should not be made on the web until they have been approved through channels.
- Dr. Lee would like us to assess programs with relevance to current job markets.
- College development officers appear to focus on high ticket givers and ignore others - this needs to be changed.
- A committee is being put together to study the articulation agreement.

2. AOP 13.23 - Faculty Workload

- This AOP was distributed at the last Deans Council. Changes have been made and are reflected in bold italics. This policy was written to fulfill Recommendation 14 of the SACS Accreditation team. AOP 13.23 was approved unanimously as submitted and will be forwarded to the Faculty Senate for further review.

3. Faculty Credentials.

- Leslie Bauman distributed an Overview of SACS standards. Credential guidelines state that faculty teaching general education courses at the undergraduate level must have a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). There should be no doubt of the 18 hours in the teaching area.

SACS requires that an official transcript be a permanent part of the personnel file of each faculty. There were four individuals who were flagged by the SACS team whose transcripts must be received before they can be allowed to teach - John Cruickshank, David Foote, Carlen Hennington, and Becky Hagensten. Dr. Bauman has received a

spreadsheet from HRM that reflected 231 problem files - 103 with photocopies of transcripts, 58 with student-issued transcripts, and 70 with no transcripts. A letter will be sent to each dean for appropriate action. Department heads should make sure that official transcripts are sent to Human Resources with employment action forms.

4. SACS Follow-Up

Leslie Bauman distributed a summary of the recommendations and suggestions from the SACS reaffirmation committee. The response is due on September 9. There are 16 recommendations, and all 16 are required to be addressed in the report. Dr. Bauman discussed several of the recommendations. Draft responses to the recommendations should be nearing completion.

SACS requires that at least 25% of the discipline course hours in each undergraduate major must be taught by faculty members holding the terminal degree, usually the earned doctorate, in that discipline. Dr. Bauman also distributed information regarding the percentage of student credit hours taught by terminal-degreed instructors. It is the responsibility of the institution to justify the master's degree, or master's in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in these disciplines. This requirement also applies to each major offered through distance learning, including those offered at branches or other sites. The analyses distributed by Dr. Bauman identified possible problem majors. What SACS is trying to prevent is someone getting a major and having had all classes taught by graduate assistants or part-time faculty. Dr. Rent asked the deans to review this material. It is not unlikely that a new roster of teaching faculty will have to be provided. Staff members in Institutional Research and ITS are working on a pilot project with SAS to determine how many faculty we have. Hopefully, a roster can be generated from that project database.

Academic policies and procedures have been revised for future compliance. The policy on undergraduate academic advising found on the website and in the Bulletin needs to be amended to explain how assignment of academic advisors to students is made. It was suggested that an advisor field be added to the Banner screen to identify the person serving as advisor. It might show UAAC. Each

college or unit should have a process for assigning students, and this process should be specified. Students should know how they will be advised.

It was suggested that someone should be appointed to monitor the accreditation process rather than wait for the next review. Annual reports are going to be more intense in the future.

Suggestion No. 8 states that a formal process should be developed for monitoring placement and performance of graduates. This needs to be done.

The Committee suggested in No. 9 that the University continue the exploration of restructuring within the Division of Continuing Education and the MSU Extension Service. There is a desire that outreach should be a shared responsibility by the whole campus and be handled in a more effective way.

5. Other Business:

- Dr. Rent distributed the July 2003 Foreign Travel Report from IHL.

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