

Deans Council Minutes
August 11, 2003

Members present: George Verrall, chairman; Wayne Bennett, Frances Coleman, Lou Capella (for Sara Freedman), Doug Richards (for Bob Karr), Phil Oldham, Ruth Prescott, Walter Diehl (for Nancy Reichert), George Rent, Roy Ruby, Clay Taylor, John Thomson, and Lynn Reinschmiedt (for Vance Watson). Also present were: Butch Stokes, Gary Pike, Charles Guest, Mike Rackley, Phil Bonfanti, and Leslie Bauman.

1. Mike Rackley shared information concerning the use of cell phones on campus. He discussed (1) lease of antenna space, (2) cell phones for personal use, and (3) cell phones for departmental use. The new billing system allows tracking of numbers more easily. On-demand reporting is available as necessary. The cell phone policy will not include anything about student use of cell phones. Verrall will talk to Jimmy Abraham about this and Walter Diehl may talk with Faculty Senate about this issue.
2. Dr. Verrall shared the following information:
 - Enrollment will probably be down as much as 600.
 - We also have a concern with the utility bill -- gas as well as electricity. With a \$1.5 million shortfall in utility budget, Academic Affairs will share in that loss.
 - Lapsed salary policy: Vacant position can be filled. We must use the lapsed money to hire people to teach classes. We must keep the other 50% of lapsed money through fall and into winter. Of that 50% for the spring term, we may have to hold aside. We will review this at the beginning of 2004. Daniel Bryant and Verrall will issue a memo regarding this. We are sweeping all lapsed money into the pool and then releasing part of that for covering fall classes. You have authority to fill vacant positions -- we must decide how to release one-half of lapsed money. All of the money for staff positions flows into a separate pool, under the direction of the university. Dan Bryant watches over it. For spring, we should count only on having 3/4. We will have to work as a team to insure that we can meet our teaching needs. Proceed to hire the faculty and staff that you need. Lapsed will be swept. We will get a memo out. We will need to meet with budget managers about this. We will work on that quickly.
3. Academic Operating Policies;
 - AOP 12.09 -- Class Attendance and Reporting Absences: This policy has been reviewed by all parties and there appears to be no problem. We are

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- proceeding with this policy, but the faculty must be aware that the policy requires a written syllabus.
- AOP 12.11 -- Degree Requirements - Undergraduate: This policy has also been approved. We are just making you aware of it.
 - AOP 12.29 -- Freshman Entrance Requirements: There have been slight clerical and editorial changes in this policy.
4. Comprehensive Policies and Goals for Distance Education at MSU: We hope to include this document with our response to SACS in September. The deans should review this and insure that additional suggestions and additions have been incorporated. Please call if you have comments. There was a motion to go forward with this. If revisions are needed, we can do that in the future. There was a second. This will eventually have to be in AOP or OP format. The motion was unanimously approved.
 5. Management of Information Technology Resources at MSU: This was also a response to the SACS review. ITS produced this statement and ITOC, chaired by Jonathan Pote, will review it to make recommendation. We also need input from the Deans. Dean Coleman would like to see other services included, as the Help Desk support is not the only service. There was a motion to add Dean Coleman's sentence, make this document into an AOP or OP, approve it, and send it to Faculty Senate for review. The motion was seconded and unanimously approved.
 6. Workload: We need workload defined and guidelines and procedures in order to fulfill SACS request. We need all the college and department guidelines. Dr. Verrall distributed the draft Workload policy and the modifications recommended by Faculty Senate. The original policy had been approved by Deans Council and after no motion to accept the Faculty Senate recommended modifications and after much discussion, a motion was made to authorize Roy Ruby, Phil Oldham and the Executive Committee of the Faculty Senate to work out a suitable compromise on the word "average" and the word "must" to report back to the Provost. This motion was seconded and unanimously approved. The deans approved the signature of the provost when this compromise is reached.
 7. Other items:
 - Dr. Peter Rabideau, new Provost, will arrive in the office on August 25.
 - Dr. Verrall will work in Gaddis Hunt's area from now until October 17th on several projects: completing annual reviews, computer consultation, and formula.

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- We are on track for classroom renovations, with equipment already ordered. It was mentioned that it would help to have the overhead projectors (ceiling mounted) in all rooms first. Dr. Verrall will check into this possibility. We will check with ITS and see if we can get a schedule of renovations and will share that with the deans.
- Annual Planning Forms are due in the Office of the Provost