

Deans Council Minutes
February 4, 2002

Members present: George Verrall, chairman; Wayne Bennett, Brad Carter, Frances Coleman, Walter Diehl, Sam Foster, Dennis Mitchell, Phil Oldham, Ruth Prescott, George Rent, Roy Ruby, Clay Taylor, John Thomson, Danny Cheatham (for Vance Watson), Jim West and Parker Wiseman. Also present were: Charles Lee, Julie Fulgham, Mike Rackley, Leslie Bauman, and Mark Binkley.

1. President Lee's items:
 - Lee appreciates the circumstances under which we are all working now, while maintaining momentum, and moving along with performance measures. Please say a thank you to those who are doing a good job.
 - As things now stand. Legislature anticipates a 2% salary increase in January 2003. We are beginning our budget planning process with the hope that we might be able to match that with another 2%. This is not a certainty.
 - The deans should be in the decision process. Deans occupy key positions in the institution in terms of communicating, planning, and insights. Lee and Verrall share this view.
 - When asked about the possibility of Reduction in Force, Dr. Lee replied that he could not answer that. John Tomlinson is working on incentives for "early out" retirements. Lee cannot say that we will not take Reduction in Force.
 - When asked "Can lapsed salaries be used by department heads to meet their budget cuts?", he referred this to Dr. Verrall, who responded "No, we will visit that".
 - When asked about the possibility of getting another vacation over Spring Break this year, and if this is done, could we have earlier notification than last year, Dr. Lee replied that the number of days is prescribed by the Legislature. The Commissioner is talking about it; the President and Vice Presidents are discussing it. If we do declare any additional vacation time, we will get word out as soon as possible.
 - Dr. Lee asked Dr. Ruby about enrollment, and Ruby reported that we are down 16% in transfer applications and down 10-12% in freshmen at the present time.
 - Dr. Lee reported that he has spent some time in Meridian, meeting with faculty and with leadership in the community. He encouraged cooperation between deans at the main campus and the Meridian campus, especially as we look at the process of employing faculty fairly.
2. Dr. Leslie Bauman, Director of the SACS Self Study, gave an update on the self-study. The SACS Self-Study web-site provides documents from the 1993 self-study, as well as the problem areas from 1993 and how we have or have not responded to those problems. Our committees are working very diligently on the assigned tasks. She distributed an Audit Report, which has been completed. At the first editing stage (probably in June), the draft report will be on the web-site and she encouraged feedback from the deans at that stage. Town Hall meetings are scheduled and faculty, staff, and students will be invited to attend these sessions. Deans were especially encouraged to be present at the February 26 and March 28 sessions, when graduate and undergraduate education will be discussed and also to send appropriate personnel to attend the appropriate Town Hall meetings. Dr. Verrall

encouraged the deans to personally attend the Town Hall meetings. The site visit will likely be soon after April 6, 2003. The chair of the team will visit us six weeks to two months in advance. As soon as those dates are finalized, Dr. Bauman will send a memo. We must be very thorough in our responses. Dean Oldham will e-mail the proposed revised Institutional Purpose to the Deans for review and feedback prior to the Town Hall meetings.

3. Brad Carter and Mark Binkley led a discussion concerning requiring students to own personal computers. Dr. Binkley distributed copies of the report from the Instructional Technology Advisory Committee. Currently about 70% of our students own computers. Requiring computers allows this to be figured into the financial aid package. All dorms are wired, and we are working on wiring fraternity houses. This would reduce the need for general computer labs. The Deans Council endorsed the recommendation of the Advisory Committee that an ad hoc committee be formed to study this issue in detail. We will proceed with this.
4. Academic Operating Policy 13.03 – Faculty Responsibilities
This policy was introduced at the January Deans Council. After much discussion, it was decided to return this policy to the Office of Academic Affairs to be revised to focus on teaching responsibilities. The motion to table was approved.
5. IHL staff has listed some program duplications at the universities. This will be discussed at the next Board meeting and we will find out more about it. Dr. McHenry mentions sharing expertise. This may present a problem with regards to accreditation.
6. Satisfaction Survey: MSU employee – This survey is being circulated and we encourage people to complete it. Think about Human Resources; talk to colleagues. What should Human Resources do for Academic Affairs? Are they doing it now? If not, let's see what we could do to make it work. Share your ideas with Dr. Verrall if you like.
7. Performance measures and Targets for On- and Off-Campus: Recommendations from IHL for 2003 program performance measures and targets. We will look at what we have and come back to Deans Council. This is independent of Self-Study, but we will have to tie them together.
8. Internet job posting: Higheredjobs.com sent a memo concerning the unlimited number of jobs they post on their web-site each year. After some input from the Deans Council members, it was decided we will not recommend spending money on this right now.
9. Other Items:
 - Grade Distribution: We need to let each faculty member see how he/she stacks up to other faculty members in distribution of grades. Dr. Diehl says the Senate has asked for this to be done on highly detailed level. The document as it is now may be confusing, so we will look into this. We want to make it easy to use.
 - Department Budgets: Look at multiple units and be aware of the fact that cuts may not be evenly distributed. The Summer School memo will go out tomorrow. We will have a 5% cut overall on that budget. Dr. Verrall says we need to look at summer school salaries and class size.
 - Phi Beta Kappa: This is an important commitment. We will have to hire Phi Beta Kappa faculty in order to attain Phi Beta Kappa chapter on our campus. Oldham said the Phi Beta Kappa candidates are outstanding. This must be a total university commitment.

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- Parker Wiseman mentioned that the Student Association had sent a couple resolutions forward: (1) Request for a Fall Break next year; (2) State of Student Association project. Senate meetings are on the Web now. We plan to have three speakers at the next meeting (President of SA, President Lee, someone at state level concerning higher learning). The tentative date for that is March 5.

- Frances Coleman said due to budget cuts, we will have to reduce library hours.
- Phil Oldham invited the deans to the Zacharias Lecture this evening at Simrall Auditorium at 7:30 PM
- John Thomson asked about the possibility of a change in the health plan. Dr. Verrall told him he sees little or no chance for a change.