

**Associate Deans Council Meeting**  
**October 27, 2010**  
**Minutes**

**Present:** Peter L. Ryan (chair), Georgia McCulloch (for Wes Ammon), Ray Berryhill, Mark Binkley, Thomas Bourgeois, David Breaux, Tim Chamblee, Robert Cooper, Diane Daniels, Louis Dawkins, Walter Diehl, Randy Follett, Robert Green, Paul Grimes, Phil Bonfanti (for Lisa Harris), Gary Jackson, Rick Kaminski, David Lewis, Elton Moore, Linda Morse, Mike Rackley, Walter Taylor (for Lynn Reinschmiedt), Butch Stokes, Nathan Upchurch, Robert West, and Susan Brooks.

**Dr. Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall.**

**1. Consideration of the minutes:**

Randy Follett made a motion to approve the minutes as written from the September 22, 2010 meeting. Butch Stokes seconded the motion. The minutes were approved..

**2. Announcements:**

- Peter Ryan introduced the Ray Berryhill, Associate Director of Academic Athletics, as a new member.
- Don Buffum and Sharon Carr will attend the next meeting, November 10, to address the Councils questions regarding AOP 13.08.
- Dr. Gary Jackson accepted the position of Director of Extension Services and would begin in his new position on January 1, 2011.
- Catherine Walker accepted the position of Director of Parent Services. She will begin her new position on November 16 and will meet with each of our units.
- An email was sent out October 27 about the Borderless Host program; hosts are still needed for Fall 2011.
- Promotion and Tenure packets will arrive in Department Head offices by November 15 and are due in the Office of the Provost by January 15. Please note that January 15 is a Saturday, so the packets will need to be completed and submitted the Friday before.
- Requests for Giles Distinguished Professors are due by February 2011.
- Requests for Honorary Degree Nominations are due by January 14, 2011.

**3. Chairs Report:**

- It has been brought to light that some professors are utilizing third party vendors to purchase online packages/bundles with grading modules for their classes. Some of these may be in violation of FERPA regulations, a large concern for the University.
  - i. FERPA would need to be extended to third party so the university would not be held responsible. However, some publishing houses state that FERPA does not apply to them.
  - ii. The issue is being reviewed by Attorneys for the University.
  - iii. As this is not a problem unique to MSU. The course packages are hosted on some external site, so are a technology security issue.
  - iv. This may also place the University in violation of our contract with Barnes and Noble by buying directly from a publisher.

- Another sensitive issue in information security that has occurred is the theft of a faculty member flash drive that included student data. The information on the drive included class rosters which had name and date-of-birth (DOB) combinations for all of the students.
  - i. Any student data kept by faculty must be encrypted.
  - ii. Discussion of why DOB is included on class rosters (this was before netID was used as a secondary identifier) and can we blank out the field going forward.
- Two (2) changes will be implemented on faculty offer letters. Recommendations are as follows:
  - i. Accountability on start-up funding will be outlined and a report will be required within 60 days to ORED along with yearly updates on progress.
  - ii. A residency for tenure clause will be included.
- Everyone should have seen/read the letter which went out on October 22 from the Graduate Council with regard to the Master Plan to eliminate housing at Aiken Village (married student housing) and many international students.
- A new procedure, which allows for the advertisement for a pool of faculty candidates in advance of an approved position, has been approved. Previously, even unofficial advertisements of faculty positions required a PARF.
- The Chronicle of Higher Education published an article addressing how universities will look in the next ten years which addresses ethnic diversity, digital coursework, time shifted instruction, etc. Peter Ryan will send out a link to the group.

#### 4. AOP's:

##### 01.11 **Policy on Access to Information Technology Resources at MSU:**

After discussion, the document was approved with three (3) minor edits. The document will be forwarded to the Deans Council for consideration.

##### 12.38 **Undergraduate Academic Advisement:**

Per Peter Ryan, Wes Ammon requested that this AOP be tabled until he could attend. Butch Stokes made a motion to table the AOP which was seconded by David Lewis. The document will be brought back before the committee after the first of the year.

##### 13.02 **Selection of the William L. Giles Distinguished Professors:**

This policy was previously addressed in ADC and sent to Deans Council, where it was tabled. The Giles Professors then reviewed the document, suggested some modifications and sent it back to this committee for review. Walter Diehl made a motion to accept the document with four (4) edits. The motion was seconded by Robert West. After discussion and a 25-1-0 vote (to include just the four agreed upon edits, excluding the addition of "tenured" as a clarification for professors who could be considered for recommendation of Giles Professor), the document was approved with four (4) minor edits. The document will be forwarded to the Deans Council for further consideration.

**13.20 Exit Interviews of Departing Faculty:**

After discussion, the document was approved with four (4) minor edits. The document will be forwarded to Deans Council for further consideration.

**31.10 Schedule Planning and Registration:**

After discussion, the document was approved with eight (8) minor edits. The document will be forwarded to Deans Council for further consideration.

**5. Other Items:**

- Text book adoptions for the Spring 2011 semester are needed.
- The Provost is drafting position descriptions for the two Associate positions.