

**Associate Deans Council Meeting
September 23, 2009**

Present: Jerome A. Gilbert, chair, Wes Ammon, Mark Binkley, Thomas Bourgeois, David Breaux, Tim Chamblee, Robert Cooper, Diane Daniels, Walter Diehl, Paul Grimes, Dinetta Karriem, David Lewis, Harry Llull, Cassandra Latimer (for Scott Maynard), Nancy McCarley, Sue Minchew, Elton Moore, Linda Morse, William Person, Mike Rackley, Donna Reese, Lynn Reinschmiedt, Peter Ryan, and Butch Stokes

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

1. Consideration of the minutes:

The minutes of the August 26, 2009 meeting were approved with no changes.

2. Chairperson's Report:

- New Faculty Bus Tour is Thursday, Oct. 8th. We will depart at approximately 6:30 a.m.
- A Course Fee Committee has been created with Dr. Peter Ryan as chair. The Committee will decide what fees are necessary and appropriate for the benefit of the student. Existing course fees requests are due to Dr. Ryan by October 15th for review.
- National Student Exchange applications are due to Nancy Fultz by February 15, 2010.
- President Keenum's investiture is scheduled for October 16 at Noon in the auditorium at Lee Hall, with overflow attendance going to the Union Ballroom. Faculty will be a part of the procession and there will be no charge for regalia. The events for that day include 7:30 prayer breakfast at the chapel, a reception from 9:00 to 11:00 AM, and the processional will begin at 11:45 AM. Classes will be held as scheduled.
- The Undergraduate Degree Program Coordinators document was approved in ADC, Deans Council, and Graduate Council.
- Dr. McCarley passed out copies of the updated brochure for Shackouls Honors College.
- Dr. Gilbert announced that Wes Ammon has been named the Director of UAAC.

3. AOP 12.35 (Academic Accommodations):

AOP will be read and voted on at the next ADC

4. AOP 12.09 (Class Attendance):

AOP will be read and voted on at the next ADC.

5. AOP XX.XX (Teaching Credentials):

Dr. Chamblee and Dr. Gilbert introduced the document and asked for suggestions. Changes will be made and presented at next ADC.

6. Maroon Edition update:

Habitat House is going well. The family is expected to move in at Thanksgiving. Volunteers have been curtailed until after November 1st. Dr. Morse urged

7. Repeat Course Error Checking:

Butch Stokes made a presentation on the practice of students repeating courses. Refer to handout for details.

8. Cyber Security Awareness:

Cyber Awareness Week begins Oct. 19th. Events are free and open to the public. See website for details <http://www.infosecurity.msstate.edu/csa/>.

8 laptops were stolen from offices last week. Some contained sensitive information. ITS requires sensitive information to be encrypted. Make sure you have encryption software on your computer.

9. Other Business:

Center for Teaching and Learning-See website for course dates and listings at www.ctl.msstate.edu/programsandservices/teachwork/

Bulldog Bash-Friday, October 2, 2009