

Associate Deans Council Minutes
July 11, 2007

Present: Jerome A Gilbert, Chair; Rick Kaminski, Mark Binkley, David Bridges, Kevin Rogers, Robert Cooper, Diane Daniels, Scott Maynard, Julie Fulgham, , Mitzy Johnson, Lisa Harris, Sue Minchew, Clyde Herring, Dinetta Karriem, Becky Gardner for Nancy McCarley, Forest Sparks for Bill Person, Ruth Prescott, Mike Rackley, Linda Buehler for Lynn Reinschmiedt, Butch Stokes, Robert Green for Donna Reese, Mike White.

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 June 13, 2007 meeting were approved as submitted.
2. Chairperson's Report:
 - Dr. Gilbert announced that Ruth Prescott will be leaving Mississippi State University to join Dennis Prescott at Baylor University in Waco, Texas as the Vice Provost. Her last day will be August 3rd. He wished to express his appreciation and respect toward Ruth for her efforts here at MSU.
 - August 20th is the first day of class for the fall semester. The first day of class sets the tone for the rest of the semester. Freshman are especially impacted if professors go over the syllabus then release class early on the first day. Dr. Gilbert asked that faculty be asked to hold class for the full time period on the first day to set a good example of what will be expected from students for the rest of the semester.
 - The new Honor Code should be on the syllabus for each class this fall. Please pass this on to your faculty.
 - MSU is trying to work with community colleges to recruit students. On the 23rd of July, Hinds County Community College is coming up to campus to meet with us to come up with ways to facilitate students coming to MSU. Courses will be laid out in a 2+2 format. If a student has a degree plan with two years at Hinds, then two years at MSU, they will be more likely to plan on coming to MSU. If you give them a sheet with a plan, they will check off the classes as they go down the list, knowing that these courses will get them to a degree from MSU. This plan can be formal or informal. There are a number of different formats that can be used. We can put this information on our website, or we can sign a formal agreement with the community colleges. If we start communicating with students while they are at the community college, they may think of themselves as a pre-MSU student rather than a community college student who becomes a MSU student. We hope to expand this program to as many community colleges as are interested. We will have to make sure we keep the lists current. This is one potential downside of a program like this. Southern and Ole Miss currently have quite a few 2+2 agreements.

- Dr. Gilbert has DVD's from Starkville schools in his office if anyone is interested.
- The Shackouls Honors College has a new position open to current faculty. Dr. Marszalek has retired and the decision has been made to hire a half time Associate Director of Honors. The faculty member that is selected will retain their appointment in their home department with 50% released time. This is going to be a quick internal search this summer in the next month as we would like to fill the position by 08/15/07. We would like a long list of applicants so please pass along this information.

3. Institutional Effectiveness and Assessment – Julie Fulgham

Julie Fulgham introduced Mitzy Johnson as the new Associate Director in Institutional Research. She has fifteen years of higher education experience, ten of that being in Institutional Research. A brief discussion on assessment reports followed. The same template will be used this year as last year. A list was passed out to Academic Affairs and all other divisions. They hope to revamp the template for next year. One of the new SACS expectations in addition to continuous improvement is to have a theme. Quality enhancement. The faculty are charged with agreeing on this. We are due to be visited in 2013. We will have to develop ideas as a faculty. We will have an open call for ideas. By the time you get to the QEP in 2010, there should be a consensus of what you want to do it on. August 15th is the deadline for department heads to turn in to Mitzy Johnson.

4. Calendar for Maymester 2008- Butch Stokes

Butch Stokes passed out two handouts with potential calendars for the 2008 Maymester. Maymester 2007 had a Saturday class, but based on surveys from students this was unpopular. We had 8,007 students over the whole summer this year, which is up from previous years. A discussion ensued over which calendar was best. It was decided that the one Saturday proposal is acceptable for Maymester 2008.

5. AOP for review – AOP 13.05 – Faculty Grievance Procedures

Dr. Gilbert presented a draft of this AOP that Faculty Senate has proposed. They have simplified it and made it not as burdensome as the current policy. Deans Council did not like the informal process of earlier rewrites of this policy. The Senate's version has a straightforward plan. Ruth Prescott did not think this version would be approved by General Counsel. It was decided that Dr. Gilbert would take all three versions back.

6. AOP's for action – AOP 12.08 Academic Minors and Certificate Programs
And proposed AOP on Annual Reviews of Faculty

AOP 12.08 was combined by Dr. Gilbert. They were originally separate policies. This policy was approved with minor changes. At least fifty percent of hours earned for a minor must be taken at MSU, as well as for a certificate. This policy is now ready for deans council.

Proposed AOP on Annual Reviews of Faculty-Dr. Gilbert asked the Associate Deans to review this for next time.

7. Other Business:

- New department heads and deans were announced. Greg Dunaway, Peter Wood, Jack Jordan, Nancy Reichert, Mohsen Razzaghi, Keith Mead, Elton Moore, Linda Cornelious, Joseph Chromiak, Dr. Donna Clevinger, Stephen Middleton, Lynne Richardson, Scott Willard, Scott Maynard
- Mike White asked that standing committee lists be updated.

The meeting was adjourned.