

**Associate Deans Council Minutes**  
**February 1, 2006**

Present: Jerome A Gilbert, Chair; Wes Ammon, Keith Belli, Mark Binkley, David Bridges, Linda Buehler, Rita Burrell, Louis Capella, Robert Cooper, Diane Daniels, Jane Greenwood, Lisa Harris, Dan Hollingsworth, Dinetta Karriem, Harry Llull, Nancy McCarley, Gary Myers, Gary Pike, Mike Rackley, Donna Reese, Nancy Reichert, Lynn Reinschmiedt, June Schmidt, Butch Stokes, 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 January 11, 2006 meeting were approved as submitted.
2. Chairperson's Report:
  - The Registrar's Office has finished its external review. It went really well. The report should be out in the next few weeks.
  - Total university enrollment is up over spring of 2005.
3. Academic Operating Policy:
  - 13.15 –Evaluation of Teaching Performance  
This AOP revision began in Faculty Senate. It is being presented today for the council's review only. The format of this AOP will be updated to reflect the usual layout. The main purpose of this revision is to change the way that instructors collect evaluations from paper only to paper and web-based. Web-based evaluations would be made possible by purchasing the Scantron software "Class Climate." A debate ensued about the pros and cons of having teaching evaluations on-line. Jane Greenwood, Jerry Gilbert, and Gary Pike were on a subcommittee that dealt with this issue and whether or not the evaluations should be on the web. To get high student participation, there must be an incentive for them as they are being asked to do the evaluation outside of class on a computer rather than while they are in the classroom. The move to a web-based evaluation would be gradual, focusing mostly on tenured professors that are willing to participate. According to Gary Pike, the evaluation would have 20 questions consisting of different elements such as instructor evaluation, method of delivery, and course content. A suggestion was made that classes be evaluated in the middle of the semester as well as the end of the semester so that professors can adapt to results if necessary. Web-based evaluations would not start for another year, but the ideal would be to have 5% as a pilot. There will be some sample forms in another 2 to 3 weeks. This will allow time to get feedback from faculty.

Dr. Gilbert asked that the council be prepared to discuss this AOP further next time they meet.

- AOP 12.01 Add/Drop Policy

Keith Belli is the head of a subcommittee reviewing this AOP. Associate Deans were to go back to their departments and get feedback on different variations of the AOP. Dr. Gilbert opened the floor to discussion. Most reported that there were mixed results from their areas. There is concern that five days is still too early to decide to drop and that if the add/drop days are different it could become a source of confusion. Butch Stokes recommended a five day drop and a six day add. These would be “class” days, not “calendar” days. This proposal was approved with two abstentions, Diane Daniels and Donna Reese. Dr. Gilbert stated that it needs to be stressed to professors that they need to hold class on the first day. This is only fair to students so that they have more time to decide if they want to drop/add a class.

- AOP 13.16 Establishment of Academic Centers and Institutes at Mississippi State University (Possible Deletion)

This AOP is up for deletion because there is an OP that address’s similar issues. Dr. Gilbert opened the floor for discussion. Gary Myers recommended that the AOP not be eliminated and that it be left on the books as a counterbalance to OP 01.18. The AOP deals with the academic side and the OP deals with the research side. The AOP does always trump the OP if there is a conflict. Dr. Gilbert made the suggestion that the deletion of AOP 13.16 be taken off the table and that Gary Myers revise it to make it more consistent with OP 01.18. Nancy Reichert and Keith Belli agreed to work on a subcommittee with Gary Myers on this issue.

4. Alternative ID draft recommendation

- Dr. Gilbert presented the draft copy “Protecting Your Identity” to the council. This policy will take the social security number out of view of most people on campus. The university will continue to collect the social security number, but only those that need to see it will be able to view it. Access to the social security number will be revoked beginning March 13, 2006. You would then apply to get access. There has been a lot of national attention on this topic. The university wants all units on campus to protect this information, failure to do so could lead to disciplinary action, legal action, and termination. The Employee Confidentiality Statement is for paper and electronic files. Everyone who has access to personal confidential information must sign this form. Once signed, it will be kept in the unit’s files, subject to audit.

5. Demonstration of CAPP program-Sharon Nobles

- Sharon Nobles gave a quick review of the CAPP program due to time constraints. CAPP stands for Curriculum Advising and Program Planning. CAPP is in real time. Almost any information a student needs is available for advisors. It shows what classes a student is lacking, what classes would transfer over if they changed their

major, and much more. Also present for the CAPP discussion were Margaret Klingman, Pam Reece, Linda Chesser, and Cynthia Hill.

6. Other Business

- Lisa Harris stated that federal money has come to MSU for students affected by Hurricane Katrina. There is a lot of leeway in defining who is an affected student. Please advise students to go the Financial Aid webpage and click on the link posted there for further information.

The meeting was adjourned.