

Associate Deans Council Minutes
April 12, 2006

Present: Jerome A Gilbert, Chair; Keith Belli, Dave Boles, David Bridges, Louis Capella, Robert Cooper, Diane Daniels, Mike Matthews for Luther Epting, Julie Fulgham, Jane Greenwood, Lisa Harris, Sue Minchew, Dan Hollingsworth, Dinetta Karriem, Nancy McCarley, Gary Myers, Bill Person, Mike Rackley, Lynn Reinschmiedt, June Schmidt, Bobby Stokes, Donna Reese, Mike White, Nancy Reichert, Matt Raven

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 February 22, 2006 meeting were approved as submitted.

2. Chairperson's Report:

- Dr. Gilbert discussed going to a portal-only method of entering Banner. There are a few different ways to access Banner at the present time and ITS is trying to get a sense of whether or not limiting the access to only one method will cause some distress. One of the reasons for the change would be to allow for announcement mechanisms through the portal rather than mass emails. Dr. Gilbert asked that associate deans take the word back to faculty that accessing Banner through the portal alone is being considered and see what feedback you receive.
- The new President, Dr. Foglesong, is starting next week. The sixth floor is excited about having him. Dr. Gilbert would like for him to meet with the Associate Deans Council in the near future.
- A draft schedule has been posted for a 2007 Maymester. The Registrar's office has held off posting future academic calendars because they were waiting for a decision on intersessions. The draft schedule is posted on the Registrar's website. Faculty Senate wanted 15 full class days and a reading day, which are included on the calendar. When AOP 12.01 gets approved, the calendar will need to be updated. Non-lab courses previously approved to be taught in summer sessions do not have to be approved for the Maymester. A list of courses will be formed at a later date. Students can only take one course during the Maymester.
- There is a new offer letter template on the Provost's website. There have been some questions as to whether or not a candidate that is ABD can accept a position that was advertised as Ph.D. only. If the department will consider an ABD candidate, this must be stated in the job posting. This will allow for maximum flexibility when an offer is made.
- There will be a department head meeting on Thursday morning, the 13th, at 8:00 in the Library auditorium. Dr. Gilbert has invited Carson Cook to speak about waivers at this meeting.
- Promotion and Tenure guidelines have changed slightly. A few items on the Application form that Dr. Gilbert pointed out are:

1. The completed University Promotion and Tenure application form must include a summary sheet of teaching evaluations.
2. The dossier must also include letters from external reviewers (to be added by department head). There will be a sample letter to send to reviewers on the Provost's website. If you deviate substantially from the sample letter, you must get approval.
3. Candidates may include any supporting documentation that they desire in their dossier.
4. The Provost's office does not want to see everything that comes in at the department head level.
5. There should be a list on a single page that includes the totality of the package.

3. Presentation on Center for Teaching and Learning – Matt Raven

Dr. Matt Raven is the director for the new Center for Teaching and Learning which will be housed in the library. The mission of the Center for Teaching and Learning is to foster a university culture where quality teaching and engaged learning is universally revered and practiced. The Center will provide a variety of programs and services for faculty. The Center reports to the Provost's office. Dr. Raven passed out a flyer that lists the programs and services that the Center will offer, and Volume I, Issue I, of "The Learning Advocate". The Center will observe faculty while they teach at their request. The hope is that the Center will help promote more faculty members to develop the scholarship of teaching. This can be used as a tool for promotion. Just a few of the services that the Center will offer are:

- A New Faculty program
- Instructional Technology Support
- A Mentoring Program
- Resource Room
- Monthly Brown Bag Seminars
- Recognition of Quality Teaching

4. AOP for Action – 12.30 Developmental Studies

- This AOP was revised to change the review date and place the policy in the five-year review cycle.
- In 1996 developmental studies changed per IHL.
- The new policy explains the process for students that do not meet regular admission requirements. They may take the Accuplacer exam for a university admission review or attend Summer Developmental Programs, which is a system-wide IHL program.

5. Other Business

- Nancy McCarley announced that the Honors College recently received an endowment for ten million dollars. This will mean a lot for recruiting and is a great thing for Mississippi State University.
- Butch Stokes stated that the Command Center will open at 3:00 in connection with the Honors orientation. There will be two hotlines to handle pre-requisite issues.
- Mike Rackley- Re-carding will start April 24 and last for at least six months.
- Butch Stokes passed out Commencement Exercise handouts for graduation ceremonies on May 13, 2006. He has grouped the colleges the same as they were last year. He will need 21 ushers for the 9:30 a.m. ceremony and 23 ushers for the 2:30 p.m. ceremony. Please have the names of ushers to him by April 28.
- Dr. Gilbert stated that there will be a Faculty Senate round table on the 29th of April to discuss graduate education.
- Griffis Hall is well ahead of schedule. It will be ready on-time.
- Lisa Harris- Updated the council on the new residence halls. Griffis has 300 beds, Ruby has 400 and the two other new dorms will have 250 beds each. One of the new dorms will open in the fall, the other will open in January of 2007. The coffee shop in Ruby hall has already opened up.

The meeting was adjourned.