

**ASSOCIATE DEANS COUNCIL
FEBRUARY 9, 2005**

Members Present: Jerry Gilbert (chair), Brett Aldridge, Keith Belli, Mark Binkley, Dave Boles, Louis Capella, Lou D'Abramo, Diane Daniels, Luther Epting, Julie Fulgham, Jane Greenwood, Glen Hendren, Dan Hollingsworth, Dinetta Karriem, Nancy McCarley, Elaine Reed for Gary Myers, Bill Person, Ruth Prescott, Donna Reese, Lynn Reinschmiedt, June Schmidt, and Lisa Holloway for Bobby Stokes.

1. The minutes from the January 19, 2005 meeting were approved as circulated.
2. Chairperson's Report - Jerry Gilbert
 - The Provost Office website has a link to the Provost Calendar which reflects deadlines throughout the academic year. Schillig Special Teaching Project applications are due February 14 to the Deans Office and due from the deans to the Provost on March 1. Giles Distinguished Professor nominations are due February 15 to the Provost Office. This calendar will be updated each year.
 - The Provost Office is sponsoring a week-long "Instructional Technology Boot Camp" for twenty selected MSU faculty. The deans are to select individual faculty members who meet the requirements as stated in the memo to the deans dated January 28. The number of slots was allocated to the colleges based on the total faculty in the college. Faculty members at any rank are eligible; preference should be given to those with minimal skills and a strong dedication to teaching. The camp will be held March 14-18.
 - Discovery Day is Friday, February 11.
 - Affirmative action plans are due May 1. Plans are to be completed by each department and college. The college affirmative action plan should be reflective of the individual departments and the college level.
 - The Provost has announced a request for proposals for the development of learning communities at MSU. Dr. Rich Raymond, Department Head, English, will be interim director of this effort. Proposals for Fall 2005 should be submitted by February 15 to Dr. Raymond. Proposals for Spring 2006 should be submitted by April 30.
 - The 2004-2005 Report on Assessment Activities form was distributed. This is due July 1. This form is to be used to report any changes in learning outcomes and assessment methods based on results of last year's assessment. Improvement actions that have been undertaken based on assessment results should be reported.

3. AOPs for action:

- AOP 11.13 – Winter Intersession. Deans Council had concerns about 12 month employees receiving extra pay. Ruth Prescott was instructed to discuss this matter with General Counsel. She reported that Mr. Guest's opinion is that 12-month faculty cannot receive overload pay for teaching during the intersession. The Provost has accepted this opinion and has accordingly instructed that the reference to 12 month faculty in the intersession policy be deleted.

It will be left to the discretion of the deans as to how to handle 12 month faculty.

Lou D'Abramo stated that 51% of all faculty at MSU are 12 month faculty.

Ruth Prescott stated that if the dean and 12 month faculty reach an agreement to teach during winter intersession, they would need to know that they are doing this against the advice of General Counsel.

Donna Reese asked if class days were being cut during the spring semester to accommodate winter intersession. IHL requires that we have 2250 contact minutes in a semester. With the winter intersession we would have 2280 minutes and we would have an extra 30. The reason the Registrar is trying to keep the schedule tight is to keep faculty within their May 15 contract deadline.

The question was asked how a winter intersession would impact graduate assistants. If graduate assistants take a course during winter intersession, they would pay for it as they do for summer school.

The Student Association is putting a question on a referendum later this semester to determine if the student body is in favor of winter intersession. It is the Student Association's opinion that this would be beneficial to students.

If the winter intersession is approved, there will be a separate budget included in the summer school budget; this would be an increase in the overall summer school budget.

Motion was made and seconded to approve AOP 11.13 – Winter Intersession. AOP 11.13 was approved with 1 vote against and 4 abstentions.

- AOP 12.36 – Repeat Policy. The phrase “Unless the student chooses to activate the academic forgiveness policy (AOP 12.20) in the semester the repeated course is taken” was added to the first sentence in No. 3 under Policy/Procedure to make the policy consistent with the AOP 12.20. Motion was made to accept the changes to AOP 12.36. AOP 12.36 was approved as revised.

4. Other Business:

- Brett Aldridge, Student Association representative, has met with Gary Pike regarding teaching evaluation forms. He asked the associate deans whether teaching evaluations should be published so that students could look at how teachers score. It was stated that an evaluation equates to a grade and evaluations should not be made available to everyone. Brett Aldridge stated that the form should be distributed before the last day of class, giving students more time to evaluate the faculty. Math and English have their own evaluation forms. An online evaluation system was discussed; this would not take time away from a class. The College of Veterinary Medicine is experimenting with that this semester for one class. The Provost Office is waiting to see the response to this. It was noted that the form should be improved and made available for students.
- Donna Reese asked that the Registrar provide the data for at-risk students for Fall 2003.

There being no further business, meeting adjourned at 2:00 p.m.