

**Associate Deans Council Minutes**  
**November 9, 2005**

Present: Jerome A Gilbert, Chair; Keith Belli, Laura Crittendon, David Bridges, Robert Cooper, Diane Daniels, Mike Matthews, Gary Pike, Jane Greenwood, Lisa Harris, Sue Minchew, Dan Hollingsworth, Dinetta Karriem, Harry Llull, Nancy McCarley, Gary Myers, Bill Person, Mike Rackley, Jackie Deeds, June Schmidt, Butch Stokes, Robert Greene, Mike White, Nancy Reichert, and Jennifer Glaze (student rep).

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 October 12, 2005 meeting were approved as submitted.
2. Chairperson's Report:
  - Dr. Gilbert requested that the Associate Deans encourage faculty to put their syllabus on-line for students to view.
  - The pilot winter intersession is now up and available for students to register. There are a few sections that are already full. Students can register now through January 3. Students will not have to obtain an overload unless they go over nineteen hours combined Spring/Winter intersession. There will be no fee for overload permission in this case.
  - Dr. Gilbert distributed a copy of the Academic Program Review by IHL. This deals with programs that are under-producing graduates. The document must be filled out to determine if there are not enough graduates to keep the major at MSU. They look strictly at the number of graduates.
3. Academic Operating Policy:  
AOP 12.01-Academic Add/Drop Policy
  - Dr. Roy Montgomery asked Dr. Gilbert to revise this AOP to reflect sessions that are 10-24 days in length. The AOP had gone to Faculty Senate but because there was such a significant change made, it has been resubmitted to Associate Deans.
  - A discussion ensued about add/drop dates and whether or not they should be changed. There was no major consensus on what to do. Dr. Gilbert took a vote to see if the Associate Deans should look at leaving the add/drop dates the same or changing them. Twelve in favor of looking at changing them, three opposed.
  - Dr. Gilbert requested that a subcommittee then be formed. Dr. Keith Belli is Chair. David Bridges, Diane Daniels and Jennifer Glaze are members. Dr. Belli commented that Part D under the Regular Session states that faculty are expected to provide a

student with significant evidence or assessment of performance within the first six weeks, but he would like to see that changed to 30 class days.

4. New Campus ID

- Dr. Gilbert showed a sample of the new Campus ID card. The whole campus will get new cards. There will be a 9 digit numeric ID number assigned to each person in place of the Social Security Number. The image on the card will change every two years. President Lee and the Vice Presidents approved the look of the new card. There was a sense that our previous cards were dull, so there was a strong desire of adding “essence” to the card. The order for the cards has already been placed.
- Dr. Gilbert has been working with Charlie Guest on whether or not we can require students to give Mississippi State University their social security numbers. Dr. Gilbert believes we will be able to require it for all students, but MSU will assure that their numbers are protected. Measures will be put in to place to assure that the Social Security Number will not be released. The assigned 9 digit identification number will be used in its place in most instances. The University has the right to get Social Security Numbers for employees for IRS purposes.

5. Other Business

- Dr. Gilbert handed out “Departmental and College Performance Measures and Expectations”. He also handed out a sample of how Clemson University evaluates their faculty. Dr. Rabideau wants the department heads to sit down with faculty and discuss whether or not they are delivering what is expected of them. In the near future, there will probably be a formula from IHL that determines funding to Universities.
- Dr. Rabideau will be returning portions of the 1% of budgets that were reallocated soon. This is a first step in tying resources to productivity.
- Dr. Gary Pike is working on coming up with a list of 2004 faculty members who would qualify for Meritorious Performance Awards. MSU was one of two Universities in the SEC that did not make the Top 500 Universities in the world. This is due to the low ranking in number of citations. Dr. Pike needs help getting publication information for this effort.
- The Library is in consortium with the University of Mississippi and Southern Mississippi with Elsevier journals. Starting in 2006 the Library will no longer receive print issues of journals, they will be online. They will have over 800 titles that are available through an e-journal list.
- ITS is launching Banner 7 on Monday, November 14, 2005
- Diane Daniels stated that there will be scholarship money available in Developmental Programs in the summer of 2006.
- Butch Stokes handed out a list of how many ushers he will need for December commencement. There will be a walk-through of commencement on the morning of the 9<sup>th</sup>.
- Jennifer Glaze stated that the Miss MSU pageant is taking place this week. The students are also working on a Thanksgiving dinner for victims of Katrina the Friday after Thanksgiving.

- Dr. Gary Pike thanked everyone for participating in Dr. Linda Musun's visit.
- Nancy McCarley invited everyone to attend a performance by Ruby Wilson on Tuesday the 15<sup>th</sup> at 12:30 in the Honors Forum.
- Jane Greenwood directed everyone to [www.governorscommision.com](http://www.governorscommision.com) to review design proposals for the Gulf Coast.

The meeting was adjourned.