

**ASSOCIATE DEANS COUNCIL**  
**August 25, 2004**

PRESENT: Jerry Gilbert, Chair; Keith Belli, Dave Boles, Lou Capella, Robert Cooper, Lou D'Abramo, Diane Daniels, Mike Mathews for Luther Epting, Rusty Foster, Julie Fulgham, Jane Greenwood, Dan Hollingsworth, Dinetta Karriem, Pamela Kirk, Nancy McCarley, Gary Myers, Bill Person, Gary Pike, Ruth Prescott, Mike Rackley, Donna Reese, Lynn Reinschmiedt, June Schmidt, Bobby Stokes, Robert Taylor, and Mike White.

Dr. Gilbert called the meeting to order at 1:30 p.m. in 611 Allen Hall.

1. Dr. Gilbert welcomed Nancy McCarley as the new Director of the Honors Program.
2. Carson Cook, Director of Diversity & Equity Programs, gave an overview of MSU's harassment policy and procedures. The policy has been expanded to include all forms of harassment, including harassment based upon race, color, religion, sex (including sexual harassment), national origin, age, disability or veteran status. Equally unacceptable conduct is the harassment of any individual on the basis of their sexual orientation or their group affiliation. Such behavior is a violation of University policy and will not be tolerated. All students, faculty and staff are expected to adhere to this policy and will be held accountable for violating it. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.

Mr. Cook explained that for conduct to constitute sexual harassment, it must be unwelcome and uninvited; of a sexual nature; include an exchange for something else; and have the purpose or effect of interfering with the individual's work or academic performance. Intent is not relevant in determining whether behavior is considered sexual harassment; all that matters is the impact of the behavior. Mr. Cook suggested options for those who experience harassment – discuss the unwelcome behavior with the offender in person or in writing; discuss the behavior with the offender's immediate supervisor, and report the behavior to the Office of Diversity & Equity Programs. Mr. Cook stated that people are entitled to confidentiality within certain limits; however, should the issue later become the subject of an investigation, requests for confidentiality may not be honored; however, information will only be shared on a "need to know" basis.

Disciplinary action for violation of this policy is the responsibility of the employee's unit head or other appropriate administrator, or for students, the Dean of Students. Supervisors should make sure that all employees understand the policy; workplace behavior should be observed; employees should be advised and

counseled. Supervisors should take action on reported incidents. Mr. Cook stated that he is available to make presentations to colleges and to departments.

### 3. Consideration of Minutes.

- The minutes from the July 28, 2004 Associate Deans Council meeting were approved as submitted.

### 4. Chairperson's Report.

- New Faculty Orientation was held August 16-17 with an Academic Affairs program on Monday and Human Resources program on Tuesday morning. A faculty promotion and tenure panel discussion was part of the program, and favorable comments have been received.
- Due to the weather, only a few new faculty members attended the library tour on August 24. June Schmidt stated that individual tours would be given if requested.
- The President's Bus Tour will be August 31-September 1. Approximately 40 people have signed up for the tour to south Mississippi. The tour will include Meridian, Stennis Center, and Ingalls.
- The Office of Research is conducting a workshop for new faculty on September 8.
- The 2005 Research Program proposals are due to the Deans by September 20 and to the Office of Research by October 18. This is a small grants program designed to afford new faculty members an opportunity to initiate an activity that can be expanded in scope and ultimately funded through an external-sponsoring agency. The program is sponsored by the Office of Research. To be eligible for participation, an individual must have been appointed to a permanent, tenure-track faculty position during or after January 2003. If selected, faculty will receive a \$10,000 award.
- The Provost Office will be hosting lunches for new faculty throughout the semester. A recommendation was made to invite senior faculty members.
- Noel Schulz has scheduled professional development workshops for new faculty with several activities. She organizes trips to Washington, D.C. to federal agencies and has developed a mentoring program in the Bagley College of Engineering. The College of Agriculture has a mentoring program, and other colleges have expressed an interest in doing this.
- August 24 was the official last day to add/drop a course and for submission of the retake form for academic forgiveness. Since this is the first semester of the retake policy, the deadline for submission of forms is being extended through August 31. Email notification was sent to all enrolled students.
- The "Application for Promotion & Tenure" form has been revised. It includes the material to be provided in the candidate's packet. This revised form is on the Academic Affairs website.

### 5. AOP's

- AOP 10.02 – Academic Administrators. Dr. Lee has requested that the time for the review and evaluation of deans and directors be changed from the end of

each five year period to end of each four year period. The first paragraph on page two was changed to read: "The deans/directors are the principal administrative officers of the colleges/schools, Academic Outreach and Continuing Education, Library, Information Technology Services, Registrar, Office of Institutional Research, and various other academic units." Under the Review section on page one, the date for review was revised to "every five years (or whenever circumstances require an earlier review)." Motion was made and approved to change the time for the review from the end of four years as originally revised to the end of three years. AOP 10.02 will be forwarded to the Deans Council for review and approval.

- AOP 10.09 – Human Subjects. AOP 10.09 has been superseded by OP 70.04, a more current Research Series Policy. Associate Deans Council voted to rescind AOP 10.09. Recommendations for revision to be forwarded to the Office of Research include: (1) OP 70.04 be revised to include gender diversity; (2) the protocol for election of the chair of the Institutional Review Board be included in the policy; and (3) the issue of whether non-tenured faculty serve on the Institutional Review Board should be addressed.

## 6. Other Business.

- Butch Stokes announced that as of the close of business on August 24, 15,867 non-duplicated students were enrolled; this figure is down 20 over the same day of last year. Another 306 students are needed by August 31 to reach last year's enrollment of 16,173.
- Mike White reminded the associate deans that Fall 2004 is the effective date of the new suspension policy for all first-time entering students and to all students who enter thereafter. By Fall 2008, this policy will apply to all students regardless of the semester they enrolled. No student will be suspended without having had at least one regular (fall or spring) semester of probation.
- Gary Pike announced that assessment plans are complete and under review. There are a few in the process of revision. Dr. Pike asked the associate deans to help those department heads with the revisions. A Beginning College Survey was sent by email to all freshmen at all campuses; about 10% have responded. The data will be available at the end of Spring 2005 semester. The associate deans were asked to encourage students to complete the survey. Dr. David McMillen is directing the Pathfinder retention program.

There being no further business, the meeting adjourned at 2:40 p.m.