

ASSOCIATE DEANS COUNCIL
August 27, 2003

PRESENT: George Rent, Chair; Dave Boles, Louis Capella, Diane Daniels, Scott Maynard for Luther Epting, Jane Greenwood, Dan Hollingsworth, Dinetta Karriem, Ruby Licon, Sue Minchew, Linda Morse, Gary Myers, Phillip Nelson, Bill Person, Gary Pike, Ruth Prescott, Mike Rackley, Lynn Reinschmiedt, Doug Richards, June Schmidt, Bobby Stokes, Robert Taylor, Jack White, and Mike White. Attending as guests were Provost Peter W. Rabideau, Interim Dean of Continuing Education Clay Taylor, and Dr. Laura Crittenden.

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

1. Dr. Rent welcomed Provost Rabideau to the Associate Dean Council. Dr. Rabideau stated that associate deans, directors and department chairs often had the first opportunity to deal with issues as they come up. Dr. Rabideau added that he hoped to get to work with the associate deans and have the opportunity to know them better; the provost office works well with the group and he expects that to continue. He and his family are adjusting to the move to Starkville. He is here to provide an avenue for faculty and students to be successful.
2. Consideration of Minutes.
 - The minutes from the June 11, 2003 Associate Deans Council meeting were approved as submitted.
3. Chairperson's Report.
 - Dr. Rent thanked everyone for attending; he is looking forward to this coming year.
4. Comprehensive Policies & Goals for Formal Distance Education.
 - In an attempt to address SACS recommendations, Clay Taylor and others have put together comprehensive policies and goals for formal distance education at Mississippi State University. This is not just an academic operating policy because it impacts everyone; it is an operating policy. Dr. Taylor discussed the document; the intent of these procedures is to

help all involved in distance education. One of the purposes of this document is to establish some standardization to the basic campus operating principles regulating distance learning opportunities. Students may not begin or end a course at the beginning and end of a semester. The task group talked about the mission statement, purpose and goals that have been set forth. A student's status is based on when he enrolls, not when he completes his course of study. A non-traditional student may qualify for financial aid. Mike Rackley had questions regarding ITS and software issues; Dean Taylor and Mike Rackley will edit the section regarding technology. Questions were asked concerning the section on financial administration. Dean Taylor stated that there is no additional funding; distance education programs and courses are self supporting, where feasible. There is a small amount of E&G money that goes to Continuing Education. Dean Taylor stated that this document deals with how Continuing Education works currently. There are some general goals in the document that could be improved. Distance education is a fast growing area. Gary Pike stated that assessment and documentation of assessment results would be available through the Office of Institutional Research which serves as the central repository for assessment on campus. This document may be revised at anytime a unit review is done or earlier. The Associate Deans Council endorsed the intent of this policy.

5. Mike Rackley discussed changes to WebCT that have been made over the past several months. Banner PIN numbers were changed, making Banner less "hackable." Ideally we would have a single sign-on. Everyone is aware of the social security questions. As of last week, ITS was about 95% complete with changing PINs. WebCT interacts with the Banner student system. This eliminated a lot of clerical work. As students are entered in Banner, they are entered in WebCT. This now brings formality or structure to that information in WebCT. The latest version of WebCT is Vista; it is considerably more expensive than the one we use now.

MSU is providing technology enhancements to 23 classrooms on campus. These enhancements meet or exceed the "level 2" guidelines as specified by the Ad Hoc Committee on Classroom Technology. The 23 classrooms will be completed by Spring 2004. Two pilot classrooms, Allen 13 and Lee 210, are completed and in use by faculty. Mike Rackley distributed a handout listing demonstrations of the technology enhancements to classrooms. Faculty input is needed during this pilot phase. Please attend one of the demonstrations and ask faculty to provide feedback. The projector in Swalm 01 was stolen; Mr. Rackley did not know if it will be replaced. There is no money to replace equipment;

the money used for the enhancement was one time money. The question was asked whether these classrooms would be locked in the future. Mr. Rackley stated that whatever the policy has been for the room in the past will remain the same. The question was asked what the procedures are for assigning the room. Most are generally scheduled rooms. The plan is to continue with this. Mr. Rackley was asked to send a list of the rooms to Nancy Harber in the Provost Office to distribute to the associate deans.

Mike Rackley discussed mass email mailings. The general issue is that the university has a policy for mass mailings to students. The university does not have a policy for mass mailings to the faculty and staff. ITS consults with the Provost Office when in doubt as to whether to send out mass emails.

6. Dr. Rent announced that employment action forms are due in Human Resources on August 28 in order for employees to receive a paycheck on September 15.
7. Gary Pike announced that the Office of Institutional Research had received a request from IHL regarding e-learning; the report is due in IHL by September 15. The information requested is all head count and student credit hours where 50% or more of the content of the course is delivered by the web. Clay Taylor had provided the numbers from Continuing Education for last year. Mr. Pike asked the associate deans to provide all information on other courses being taught via the web outside of Continuing Education.
8. Dr. Rent announced that we are still collecting names of new faculty. There was one college with seven names missing. These faculty members did not get information to attend the faculty orientation.
9. Jack White distributed flyers regarding the Tennessee Williams Tribute & Tour of Victorian Homes in Columbus on September 11-14, 2003.

There being no further business, the meeting adjourned at 2:30 p.m.