

Deans Council
May 21, 2012
1:30 PM
Allen 611

Members Present: Jerry Gilbert (chair), Richard Blackburn, Steven Brown, Tim Chamblee, Frances Coleman, Lou D'Abramo, Jerry Emison, Shelby Balius (for Halston Hales), Kent Hoblet, Julia Hodges, George Hopper, Joan Lucas, Gary Myers, Sharon Oswald, Mike Rackley, Sarah Rajala, Peter Ryan, Becky Gardner (for Christopher Snyder), Sharon Nobles (for Butch Stokes), Jim West.

Others Present: Lauren Moreland, Judy Spencer, Lee Thorne.

Minutes Taken By: Martha Thomas.

1. Upon a motion by Frances Coleman and second by Sarah Rajala, the minutes of the May 7, 2012 meeting were approved unanimously with no corrections.
2. Announcements:
 - a. Jerry Gilbert discussed the 1.5% merit raise pool and stated that guidelines would be distributed at a later date.
 - i. George Hopper asked for suggested methods of funding merit raises over 1.5%. Dr. Gilbert stated that the methods utilized would be at the discretion of the unit leader.
 - b. Dr. Gilbert announced that Transfer Orientation would be held Thursday and Friday, May 24 and 25.
 - c. Dr. Gilbert reminded the Deans Council of upcoming retirement receptions: May 24 for Wayne Bland and June 6 for Glenn Steele. Gary Myers' reception date will be announced at a later date.
3. Academic Administrators Training:
 - a. Julia Hodges distributed a handout including a tentative schedule for the Academic Administrators Training. This training is intended for newer academic administrators, including department heads, assistant/associate department heads, assistant/associate deans, and deans, but all academic administrators are welcome.
 - b. Dr. Rajala asked how this training compares to the Office of Research and Economic Development's Faculty Leadership Program. Dr. Hodges stated that these programs cater to different audiences. Dr. Gilbert stated that he did not believe there to be a lot of conflict between the two programs.
 - c. Jerry Emison suggested incorporating basic leadership training, including the importance of managing interactions. Dr. Gilbert stated that this training is more for informing academic administrators of policies/procedures/best practices at MSU.
 - d. Dr. Hodges stated that all of the topics listed on the schedule will be approached from the perspective of the academic administrator. Participants do not have to attend every session.
4. Academic Operating Policies:
 - a. AOP 13.06 – Sabbatical Leave for Faculty Members of State Institutions of Higher Learning:
 - i. Peter Ryan explained that the edits of the policy were to eliminate duplicative information.

- ii. Dr. Gilbert expressed concern that the eliminated information was different from the information contained within the IHL policy on sabbaticals.
 - iii. Lou D'Abramo asked whether this policy should address outside employment while on sabbatical. Dr. Gilbert stated that faculty on sabbatical remain full-time employees of the university and must continue to follow university policies regarding outside employment.
 - iv. There was a suggested edit to the AOP: keeping the correction of "ensure" and reinstating the other previously deleted portions.
 - v. **Upon a motion by Dr. Emison and second by Dr. Rajala, AOP 13.06 – Sabbatical Leave for Faculty Members of State Institutions of Higher Learning was approved unanimously with the above revision.**
- b. AOP 12.20 – Undergraduate Academic Forgiveness:
 - i. Dr. Ryan stated that this AOP was delayed in coming forward for consideration pending a presentation from the Student Association to change the number of courses students can retake.
 - ii. There was discussion about potential edits to the policy in terms of number of classes, number of credit hours, and grades allowed to be retaken.
 - iii. Dr. Gilbert asked whether retaken courses should be included when considering students for academic honors. Sharon Nobles stated that students being honored for a 4.0 GPA have a "pure" 4.0 GPA (no retaken courses to achieve a higher grade). Dr. Gilbert suggested that this practice be set as a policy and applied to other academic honors. He suggested that it be included in AOP 12.10 – Recognition of Undergraduate Academic Achievement.
 - iv. Shelby Balius stated that she understood both sides of the argument and that she would report the Deans Council feedback to the Student Association.
 - v. **Upon a motion by Sharon Oswald and second by Dr. Myers, AOP 12.20 – Undergraduate Academic Forgiveness was approved with no revisions. The motion passed with two opposed.**
- 5. Operating Policy 01.22 – Use of Voice Mail:
 - a. Dr. Ryan stated that there were no significant changes to this OP.
 - b. Dr. Gilbert stated that OPs come before Deans Council only for informal endorsement, not formal approval.
 - c. George Hopper asked whether this policy was being followed or enforced. Dr. Gilbert stated that he figured that most were in compliance and that significant problems would be addressed if brought to attention.
- 6. Other Items:
 - a. Ms. Nobles stated that there were approximately 850-900 people in attendance at each commencement ceremony and that her office has not received many complaints. Ms. Balius stated that she was told by several students that commencement was a bit disorganized.

- b. Mike Rackley announced that there would be another presentation on the accountability & transparency website Wednesday, May 23 at 3:30 PM in Rogers Auditorium of McCool Hall. This website will go live July 1.
- c. Joan Lucas introduced Lauren Moreland and Lee Thorne, summer interns for the Office of General Counsel.
- d. Tim Chamblee gave an update on the faculty credentials process and stated that his office would send any potential issues requiring justification to the deans and department heads.
- e. Dr. Gilbert discussed the three proposed topics for the Quality Enhancement Plan and stated that the final topic would be selected by President Keenum.

The meeting was adjourned at 2:39 PM.

Handouts

Academic Administrators Training Schedule – Tentative – 2012
339 McCool, Thursdays 3:00 – 5:00
July 19 – October 25

Session 1 – July 19

Meet Your University – How the university is structured and organized
Budget
Procurement & Travel

Session 2 – July 26

Departmental Governance (Managing Faculty)
Grievances, Complaints, Conflicts of Interest, Disciplinary Actions

Session 3 – August 2

Promotion and Tenure, Post-Tenure review
Annual Evaluations

Session 4 – August 9

Recruiting, Hiring, and Retaining Faculty and Staff
Diversity and Inclusion
Search Committees

Session 5 – August 16

Office Management (Managing Staff)
Leave Policy
Staff Compensation

Session 6 – August 23

Research
 Overview of centers on campus
 How to facilitate faculty in research
 Proposal writing and grant management
 IRB approvals – Kacey Strickland or IRB Committee member

Session 7 – August 30

Fundraising
Campus Operations and Facilities Management
Master Schedule