

Associate Deans Council Meeting
August 24, 2011
Minutes

- Present:** Peter L. Ryan (chair), Ray Berryhill, Mark Binkley, Phil Bonfanti, Thomas Bourgeois, Tim Chamblee, Karen Coats, Diane Daniels, Walter Diehl, Greg Dunaway, Robert Green, Julia Hodges, Teresa Jayroe, Rick Kaminski, David Lewis, Patricia Matthes, Scott Maynard, Elton Moore, Linda Morse, Gail Peyton, Mike Rackley, Kevin Rogers, James Scheiner, Butch Stokes, Walter Taylor, Justin Watts.
- Guest:** Shelby Balius and Rhett Hobart, Student Association
Terry Coggins, Regulatory Compliance and Safety

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

1. Consideration of the minutes.

David Lewis made the motion and Elton Moore seconded to approve the minutes of the July 13, 2011 meeting. The motion was approved unanimously.

2. Announcements.

- a. Peter Ryan welcomed new council members and guests. He thanked the Student Association for The Drill event on Thursday, August 17 and expressed appreciation to all who participated in the event.
- b. Linda Morse reported that the New Faculty Orientation held on August 15 had an attendance of 67 new faculty members. Other events planned for the semester are a September luncheon, a regional bus tour, and the traditional dinner in mid-November.
- c. Linda Morse announced several upcoming Maroon Edition (ME) events. Information about all events has been posted on the ME website. She asked that council members encourage the faculty to help promote the events for student participation.
- d. The Habitat for Humanity House building project needs more volunteers. There is more information on the Maroon Volunteer website.
- e. The new “clickers” are still in the process of being purchased or swapped out with the old eInstruction clickers. There is only a week left for the old clicker lifetime registration exchange.
- f. The information for The Center for Teaching and Learning fall events is posted on the CTL web site. The First Year Experience seminars have almost 700 enrollments.
- g. Tim Chamblee reported that there is an unofficial enrollment count of over 20,000 students. IHL will announce the official count after the 10th day of class.
- h. There will be a reminder email that IE reports are due. Deans have requested a report for all units that have not completed reports.
- i. Peter Ryan reported that he, Nancy Fultz, and Ann Ray attended the annual Academic Common Market meeting in Jackson. Mississippi State University is the largest recipient state with twice as many students enrolled in the program at MSU as there are Mississippi students going outside the state. The criteria for Academic Common Market admission will be reviewed for better verification that students are taking courses toward the degree and not abusing the program.

3. Chairs Report. None

4. Terry Coggins, Radiological Safety & Chemical Hygiene Officer.

Terry Coggins distributed a Policy and Procedure Statement on Emergency Egress for Building and a draft schedule for fire drill exercises for each building during the months of September and October, 2011.

- a. These drill exercises are required annually to ensure that the university is in compliance with state regulations.
- b. There should be minimal disruption as the drills will be conducted about 5 minutes before classes begin. Any conflicts with scheduled dates should be sent to Peter Ryan for rescheduling on later dates.
- c. After discussion, the council agreed that a university policy should be created to deal with any emergency.
- d. Terry Coggins, Robert Green, and David Lewis will work together for a policy proposal to be presented back to the council for consideration.

5. Mark Binkley, AOCE Contracts.

After a brief discussion, Peter Ryan asked Mark Binkley to present a revised plan to the council at a later date for addressing the issue of contracts not being executed on time for distance classes.

6. AOP/OP.

13.15 Evaluation of Teaching Performance

Peter Ryan thanked the subcommittee for addressing the issues with the policy. He noted the message from the Provost that student evaluations would remain a requirement as part of the teaching evaluation process. The provided draft was written by Rhett Hobart and Shelby Balus of the Student Association and modified by the subcommittee with a 4 to 3 vote to accept. After further discussions of concerns, the council agreed that the subcommittee should review additional suggestions for revisions to the draft policy and present the revised document back to the Associate Deans Council at a later date.

7. Other Business.

- Thomas Bourgeois reported that the Mississippi Legislature has passed a law that the general public will be allowed to carry weapons. He indicated that a letter has been sent to the Attorney General's office for clarification of the law.
- Thomas Bourgeois asked that any student harassment cases should be reported to his office immediately.
- Phil Bonfanti reported that The Chronicle has listed Mississippi State University in the top twenty fastest growing public research-intensive institutions.
- Butch Stokes reported that the first textbook assessment has been sent to IHL. He also noted that November 1 is the deadline for textbook adoption.
- Linda Morse reported that the Preparing Future Faculty program has accepted 22 doctoral students for participation.

The meeting was adjourned at 2:55 p.m.