

Associate Deans Council Meeting
October 26, 2011
Minutes

Present: Peter L. Ryan (chair), Kylie Amato, Jeremy Baham, Phil Bonfanti, Thomas Bourgeois, Royce Bowden, Tim Chamblee, Karen Coats, Ryan Colvin, Robert Cooper, Diane Daniels, Walter Diehl, Greg Dunaway, Randy Follett, Teresa Jayroe, Scott Maynard, Linda Morse, Gail Peyton, Mike Rackley, Kevin Rogers, James Scheiner, Butch Stokes, Walter Taylor, Justin Watts.

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

1. Consideration of the minutes.

Randy Follett made the motion and Royce Bowden seconded to approve the minutes of the October 12, 2011 meeting. The motion was approved unanimously.

2. Announcements.

- The *Chronicle of Higher Learning* has listed Mississippi State University as one of the top producers of Fulbright Scholars.
- MSU recently has submitted three applications for student Fulbright scholars.
- Peter Ryan reported that three more buildings that will be conducting fire drill exercises.
- Linda Morse announced several upcoming events.
 - The Maroon Edition essay contest submissions are due by midnight on Friday, October 28.
 - The Eudora Welty “Exposures and Reflections” exhibit (November 1 – December 16) opening reception will be hosted by the Bagley College of Engineering on November 1 followed by a presentation from lecturer, Dr. Pearl McHaney of Georgia State University in Fowlkes Auditorium, Colvard Union at 7:00 p.m.
 - The First Year Experience student enrollment increased almost 40 % from last year. New proposals for 2012 are now being accepted on the CTL website.
 - The presentation, “Teaching with Clickers for Deep Learning,” by Derek Bruff from Vanderbilt University will be held on November 8 with lunch hosted by Turning Technologies.
- Thomas Bourgeois announced the Halloween carnival on October 27 in the junction from 5-7:00 p.m.
- Walter Diehl announced that the Chemistry Department is sponsoring a special program featuring the 1996 Nobel Prize winner, Sir Harold W. Kroto to be held tonight (Oct. 26) in Lee Hall’s Betterworth Auditorium at 7:00 p.m.
- Gail Peyton encouraged participation in the online Library survey.
- Peter Ryan reported on the projects selected for the Smithsonian Institute Folklife Festival Celebration in Washington, DC. The colleges and/or units involved in these projects are making arrangements for their exhibits and the trip next summer, 2012.
 - The university is required to provide \$50,000 to help support the cost.
 - Colleges are also asked to identify alumni or intern students in the Washington, DC area to participate and talk about experiences at a land-grant institution.

3. Chair's Report.

The subcommittee for the egress policy is in the process of finalizing a draft proposal to be presented to the council at a later date.

- Peter Ryan mentioned that there have been some problems of non-participation during the fire drill exercises which are required by state law and are IHL mandated.
- After discussion, the council recognized that the only responsibility (or authority) would be that you have done the most reasonable action for safety.
- A policy or guideline is necessary for an order of how to respond in a disaster.
- The committee further discussed the policy being created as an OP with it likely being a part of OP 01.04 Emergency Operations Policy.

4. University Scholarship Calendar – Phil Bonfanti

- Phil Bonfanti distributed handouts of the university-wide scholarship calendar for awarding scholarship to new first-time freshmen.
- The purpose of the scholarship calendar is to create a more effective procedure of communicating to perspective students and parents their complete scholarship package in a clear and timely manner.
- The three priority dates are:
 - December 1 – Priority date for applying for all university, college, and departmental scholarships (Each scholarship awards committee would have the authority to decide if it will consider late applicants following the priority date.
 - March 1 – Deadline for all scholarship awards committees to submit awards to the Office of Admissions and Scholarship (The Office of Admissions and Scholarships will send each scholarship recipient a scholarship summary letter in early March.)
 - May 1 – Priority date for Scholarship acceptance (This is a nationally recognized scholarship acceptance date.)
- Handouts were distributed of sample summary letters listing the student's total scholarship package, including other (Federal) funding information, and the web link to the net calculator for an estimate of the total cost of attendance.

5. AOP/OP.

AOP 13.15 Evaluation of Teaching Performance

Walter Diehl presented the draft policy that was formed by combining different components drafted by each subcommittee member. After discussion, the document was approved to be forwarded to Deans Council for further consideration.

AOP 12.20 Academic Forgiveness

After discussion, the committee agreed on revisions in # 5 under Policy and Procedure, noted by Mike Rackley, to (*myBanner*) and (change *access* to *review in myBanner*). The policy was approved with the noted changes to be forwarded to Deans Council for further consideration.

AOP 13.06 Sabbatical Leave for Faculty Members of State Institutions of Higher Learning

After discussion, the committee approved that all paragraphs under – Regulations Established by the Board of Trustees for Faculty Members Seeking to Qualify for Sabbatical Leave – should be deleted and a sentence adding that would state that the policy is intended to be in compliance with Board Policy 408.03 Sabbatical Leave. The document will forwarded to Deans Council for further consideration.

6. Other Business.

The meeting was adjourned at 2:50 p.m.