

Deans Council
July 2, 2012
1:30 PM
Allen 611

Members Present: Jerry Gilbert (chair), Richard Blackbourn, Steven Brown, Timothy Chamblee, Frances Coleman, Lou D'Abramo, Greg Dunaway, Jerry Emison, Kent Hoblet, Julia Hodges, George Hopper, Brandon Jolly (for Joan Lucas), Sharon Oswald, Mike Rackley, Lori Bruce (for Sarah Rajala), Christopher Snyder, Shelby Balius (for Park Wynn), David Lewis (for Jim West).

Others Present: Tracey Baham, Teresa Gammill, Lynn Reinschmiedt, Judy Spencer, Steve Taylor.

Minutes Taken By: Martha Thomas.

1. Upon a motion by Frances Coleman and second by Sharon Oswald, the minutes of the June 18, 2012, meeting were approved unanimously with the following corrections:
 - a. Revising item 2g to: "Dr. Gilbert announced that about 100 students will participate in the first Early Start Program in the second term of the summer semester. [...]"
 - a. Revising item 4g to: "Dr. D'Abramo stated that the Graduate School is in the process of planning the International Graduate Teaching Assistant Workshop and the Graduate Teaching Assistant Orientation, and that he anticipates approximately 160 people to participate."
2. Announcements:
 - a. Dr. Gilbert welcomed to Deans Council Greg Dunaway, interim dean of the College of Arts & Sciences, and Lynn Reinschmiedt and Linda Buehler, interim co-registrars. Dr. Gilbert said that he looks forward to their leadership in these positions.
 - b. Dr. Gilbert announced that a fence will be erected around Lee Hall and renovation beginning within the next week.
 - c. Dr. Gilbert gave an update on the Smithsonian Folklife Festival in Washington, D.C. He stated that MSU's exhibit has been very successful and popular.
 - d. Dr. Gilbert announced that the second term of the summer semester, along with the Early Start Program, would start Thursday, July 5.
 - e. Dr. Gilbert announced that Tim Chamblee is chairing the Registrar Search Committee. The anticipation is that the Registrar would be in place by mid-October.
3. Faculty Credentials Discussion (Tim Chamblee):
 - a. Dr. Chamblee discussed progress on the faculty credentials process. He stated that the biggest issue he has found are faculty members who do not have their terminal degree but are teaching graduate courses. Another problem is faculty members who have a terminal degree, but it is in a field different than the field in which they are teaching.
 - b. Dr. Chamblee stated that there is a large number of class sections with "Staff" listed as the instructor. Dr. Gilbert stated that SACS will ask why faculty aren't identified at the time that the data is pulled and provided to SACS. Dr. Oswald stated that some classes may have "Staff" listed for those classes that new faculty will teach; however, those faculty

members are not in the system and therefore cannot be assigned a class yet.

- c. Tracey Baham stated that SACS wants to know which courses of the terminal degree qualify a faculty member to teach in that field. Ms. Baham stated that 95% of our faculty do not have issues but that there were approximately 47 faculty members for which MSU does not have credentials information. These faculty members are highlighted in yellow. Faculty members highlighted in orange/red appear to not have an appropriate terminal degree for the graduate courses they are teaching.
 - d. Dr. Gilbert stated that President Keenum is on the board of directors for SACS and that President Keenum is aware of the importance of the faculty credentials process. Dr. Gilbert stated it is incredibly important for MSU to fully address any faculty credentials problems.
 - e. Dr. Chamblee stated that he is providing faculty credentials concerns to the deans now so that any faculty staffing can be adjusted with sufficient time prior to the fall semester.
 - f. There was discussion about the importance of following policy with regards to 18 graduate credit hours being required in a field of study in order to be allowed to teach in that field of study.
 - g. Dr. Chamblee asked each of the deans to work on his/her college's spreadsheet – correcting highlighted portions, striking departed faculty, and adding new faculty.
 - h. Dr. Chamblee stated that the SACS consultants would be on campus July 23 and 24 and that he would set their schedule based on identified critical needs and deficiencies.
 - i. David Lewis recommended that “Foreign Institutions” be changed to the name of the institutions.
4. Other Items:
- a. Mike Rackley stated that the Accountability & Transparency icon is now available on the MSU website and that FY13 expenditures will begin appearing for MSU in mid-August.
 - b. Mr. Rackley stated that the eForms icon is now available for all MSU employees and that it is up to the deans to decide when to implement electronic leave form applications. Mr. Rackley stated that there is now a proxy process for leave forms.
 - c. Christopher Snyder stated that John Marszalek has stepped down as Mentor of the Distinguished Scholars Program and asked that deans encourage qualified faculty to apply for the half-time position.
 - d. Judy Spencer asked that the deans submit to HRM performance appraisals for their staff or the spreadsheet indicating that performance appraisals had been completed.
5. The meeting was adjourned at 2:13 PM.