

Associate Deans Council
March 27, 2013
Meeting Minutes

Present: Peter Ryan (Chair), Donny Banerjee, Ray Berryhill, Royce Bowden, Tim Chamblee, Karen Coats, Robert Cooper, Diane Daniels, John Dickerson, Walter Diehl, Randy Follett, Nancy Fultz, Becky Gardner, Julia Hodges, Teresa Jayroe, Mitzy Johnson, Dinetta Karriem, David Lewis, Eddie Mac Huddleston, Patricia Matthes, Scott Maynard, Elton Moore, Linda Morse, Ian Munn, James Orr, Gail Peyton, Julia Porter, Kevin Rogers, Steve Taylor, Walter Taylor, Rick Travis.

Guest: April Heiselt

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

1. Consideration of the minutes.

Karen Coats made the motion and Randy Follett seconded the motion to approve the minutes of March 13, 2013. The motion was approved unanimously.

2. Announcements.

- Peter Ryan recognized Donny Banerjee, Student Association Attorney General, and thanked him for his contribution to the Associate Deans Council as SA representative during the past year. Eddie Mac Huddleston, SA Attorney General elect for 2013-1014 will take office at the SA End of Year Banquet to be held evening of March 27.
- Peter Ryan thanked all colleges that were impacted by the fire drill exercises over the recent past weeks. Fire drills, required by state law to be conducted each year in buildings on campus, help determine egress time, defective equipment, and/or any problem areas that may need to be addressed by campus services.
- Peter Ryan thanked Nancy Fultz and MSU academic department representatives who participated in the workshop for the Two-plus-Two Program articulation agreement with representatives from Northwest Mississippi Community College. The groups met on Tuesday, March 19 to review over twelve academic programs which would create a smoother transition for students from the community college to MSU.
- Peter Ryan noted the excellent presentation given by former U.S. Secretary of State Condoleezza Rice that was part of the MSU Global Lecture Series that took place on March 26.
- Karen Coats announced the Graduate and Professional Student Appreciation Week that will be held April 1 – 5, 2013 and provided information of the activities scheduled each day. The event is sponsored by the Office of Graduate School and the Graduate Student Association. Faculty are also welcome to attend the event.
- Robert Cooper announced the College of Veterinary Medicine Open House to be held on April 4 – 5, 2013 from 8:30 a.m. – 5:30 p.m. at the Wise Center and extended an invitation to attend.
- Mitzy Johnson reported on the faculty survey's first round deployment to begin on April 2, 2013. The survey will be sent to faculty who teach undergraduate courses in the fall semester. The Associate Deans were asked for assistance to encourage these faculty to participate in the survey.
- Tim Chamblee encouraged participation in the 2013 *Chronicle of Higher Education's* Great Colleges to Work For survey which has been sent to 600 employees from a random selection.
- Becky Gardner stated that the Shackouls Honors College will no longer offer the honor contract for special projects but will instead offer other more meaningful options for the students.

- Elton Moore announced the Annual College of Education Faculty/Student Research Forum to be held on Friday, April 12, 2013 at the Bost Extension Center from 9:00 a.m. – 1:00 p.m. A complimentary lunch will be provided, so registration will be needed for a headcount. More information and registration can be found on the College of Education website.

3. Center for Advancement of Service-Learning Excellence (CASLE)

- April Heiselt, Director of CASLE was present to give the Associate Deans Council a brief overview of the center that was established in January 2013 as a joint venture between the Office of the Provost and Executive Vice President and MSU Extension Services.
- A handout was provided with information for the CASLE/ CTL workshop that will be held on April 24, 2013 at 1:00 p.m. in the IMC Presentation Room, Library. The session will provide a step-by-step discussion on implementing service-learning in the curriculum. Resources will be shared in terms of syllabi and collegiate examples of service-learning in the classroom.
- There was further discussion of the many opportunities such as grants for service-learning, etc.
- The CASLE office will be housed in the Bost Extension building hopefully by the fall semester.

4. Textbook Adoption

- Peter Ryan discussed the previous recommendation to merge AOP 10.13 (The Adoption and Sale of Textbooks and Related Educational Material) and AOP 10.14 (Textbook Adoption Policy). The AOP 10.13 preceded AOP 10.14 which is the most recent policy developed to deal with the IHL implementation of the textbook adoption policy.
- John Dickerson will work with the Textbook Committee for suggested revisions in the merging of the two policies. The policy will then be presented to the Associate Deans Council for review.
- John Dickerson also reported on the first report for textbook adoptions and asked for assistance to encourage faculty to meet the deadline for textbook adoptions which impacts book sell back for the students.

5. Submission/ Posting of grades

- John Dickerson discussed the problems created in the Registrar's Office due to last minute grade posting in Banner.
- The committee discussed a possible option for faculty to enter the grades earlier but grades not be released for review until the last day of posting.
- There was further discussion with no recommendation or agreement of options until members could review the revised AOP 13.15 Evaluation of Teaching Performance and linking the viewing of grades with evaluations.

6. Chair's Report – None

7. AOP

- **AOP 13.12 Summer School Teaching**
After discussion, the policy was tabled for further discussion at the next Associate Deans Council meeting on April 10, 2013.

8. New Business. None

The meeting was adjourned 2:25 p.m.