

Associate Deans Council
July 10, 2013
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Wes Ammon, Amy Adkerson, Michael Busby, Tim Chamblee, Karen Coats, Mark Crenshaw, Diane Daniels, John Dickerson, Walter Diehl, Nancy Fultz, Robert Green, Julia Hodges, Terry Jayroe, David Lewis, Patricia Matthes, Scott Maynard, Linda Morse, Ian Munn, James Orr, Gail Peyton, Mike Rackley, Kevin Rogers, Rick Travis, Nash Tucker.

Guest: Josie Guerry

Peter Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall and welcomed Noel Addy to the Council.

1. Consideration of the minutes.

Karen Coats made the motion and Kevin Rogers seconded the motion to approve the minutes of June 26, 2013. The motion was approved unanimously.

2. Announcements.

- Peter Ryan reported that a total of 131 students are attending the Early Start and College Ready summer programs. Approximately 37% of student attendance is from out of state, mostly from Georgia and Louisiana. Angi Bourgeois hosted a welcome reception on the evening of July 9. Dr. Ryan mentioned the sad news of a student who had suddenly passed away, Mitchell Maxwell, who was scheduled to attend the Early Start program. The Dean of Students has indicated plans for a plant-a-tree recognition in the spring for all MSU students who have passed away.
- In a recent study, Mississippi State University was ranked # 3 with student cars on campus (95% of students have cars).
- There will be major road closures around the stadium and the YMCA building due to construction.
- Peter Ryan reported on the Study Abroad program and asked that department heads encourage faculty to visit the Office of Study Abroad for information that can be provided to students who may be interested in the program. Hopefully, academic units can work with the Study Abroad office to engage more students in the program. He noted that Karin Lee will be the lead contact person over the next several months for information on the program.
- The New Faculty Orientation will be held on Tuesday, August 13, 2013 at the Hunter Henry Center. An evening reception will held on the evening of August 12 at the President's home. Information with a link for online registration has been sent out to colleges and departments. New faculty should be encouraged to take advantage of the program for helpful information.
- There will be a Teaching Academy workshop offered on August 14, 2013 which is a four hour program to introduce academic policies and teaching options. There are also training sessions available for Introduction to Blackboard Learn. Faculty are encouraged to attend and can sign up on the CTL webpage if interested.
- Linda Morse reported on plans for a MSU Junior Faculty group. More information will be provided during the semester.
- There will be an advisors workshop to be held on October 18, 2013. More information can be found on the CTL website.
- Karen Coats reported on a small partnership financial grant for graduate students.
- Mike Rackley recommended plans to begin upgrading or replacing older computers on campus with Windows XP and older version of operating systems that will no longer supported for security patches beginning spring 2014.
- Nancy Fultz reported that four students are participating in the National Student Exchange (NSE) program.
- Diane Daniels reported that the MSU Developmental Studies Program has a total enrollment of 20 students.

3. (a) New Catalog System

- i. Amy Adkerson, Associate Registrar demonstrated the new curriculum and catalog tracking software which was purchased from the LeepFrog Company. She introduced several features and options throughout the online system.
- ii. All contents of the 2013 MSU catalog has been migrated into the electronic file which now has live links for general college information. The Graduate Bulletin is not yet developed for online, but will hopefully be available by next year.

(b) Scheduling of hours during registration

- i. Peter Ryan and John Dickerson presented the issue of student registration during orientation for discussion and feedback. There are concerns that some students may not be getting the exposure to the complete process of the registration process and interface with an advisor. There was further discussion to possibly place a limit of 11 hours to the initial registration and then have the student meet with their assigned advisor for the completion of their schedule needs. Dr. Ryan asked that the council think about better resolutions that can be discussed during the fall for next year's planning.

(c) Anatomy & Physiology I & II

- i. John Dickerson and Peter Ryan discussed a request from Holmes Community College regarding the A & P courses as potential general education credit to help facilitate transfer students. There was discussion of how these courses are offered at community colleges and the university's program requirements. These concerns will be further discussed in the future.

4. Chair's Report – None

5. AOPs

AOP 11.04 Undergraduate-Graduate Courses

After discussion, the document was approved with further edits to the suggested revisions in the Policy/Procedure section. The policy will be forwarded to the Deans Council for further consideration.

AOP 12.04 Final Examination Policy

After discussion, Peter Ryan will meet with Walter Diehl and David Lewis to discuss suggested edits to the policy. The policy was tabled and will be presented back to the Associate Deans Council for discussion at a later date.

6. New Business -None