

Associate Deans Council

January 8, 2014

Meeting Minutes

Present: Peter Ryan (Chair), Wes Ammon, Tim Chamblee, Diane Daniels, John Dickerson, Walter Diehl, Becky Gardner, Teresa Jayroe, Dinetta Karriem, Beth Miller, Elton Moore, Lynda Moore, Linda Morse, Ian Munn, Gail Peyton, Julia Porter, Mike Rackley, Masoud Rais-Rohani, Kevin Rogers, James Scheiner, Steve Taylor, James Warnock, Scott Willard.

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

1. Consideration of the minutes.

James Scheiner made the motion and Beth Miller seconded to approve the minutes of December 11, 2013. The motion was approved unanimously.

2. Announcements.

- Peter Ryan discussed the unexpected passing of Haley Allen, a MSU student in the Bagley College of Engineering, due to health-related issues. Haley's parents were presented a framed certificate of her attendance and are establishing a scholarship in her name.
- Peter Ryan announced several deadlines and upcoming events.
 - Orientation and registration will be held on Friday, January 10, 2014 beginning at 9:00 a.m.
 - Sabbatical leave applications are due in the Office of the Provost and Executive Vice President on January 8 (or no later than Friday, January 10).
 - Honorary degree nominations are due on Friday, January 10, 2014.
 - Promotion and Tenure packets are due in the Office of the Provost and Executive Vice President on January 15, 2014.
 - Effective January 1, 2014, the American Express card issued through the state for departmental use will no longer be available.
- Peter Ryan reported on the water damage that was caused by frozen water pipe ruptures in three residence halls during the extreme cold weather. The damage in Ruby Hall, which houses mostly freshmen, impacted the largest number of students. These students will be relocated to alternate housing options and will be released from any obligation of campus residency, if desired. The damage to Oak Hall and Magnolia Hall can hopefully be repaired within a few days. The university will work with insurance companies and provide assistance to these students, as needed.
- Linda Morse announced the Maroon Edition Essay Contest based on Richard Muller's *Physics for Future Presidents*, the Maroon Edition book selection for the 2013-2014 academic year. Entries are due on January 27, 2014 with more information on the Maroon Edition website. This year the contest has an additional category for upper level students and the prize awards for first, second, and third places have been greatly enhanced. All were asked to encourage student participation.
- The flyers for the Center for Teaching and Learning spring events will be going out soon by campus mail. A few upcoming activities will be:
 - A Brown Bag session held on Tuesday, January 22 in the Grisham room, Library.
 - A seminar held on January 29 – How to Evaluate an Online Course.
- The Registrar's Office has notified students who have an account balance of \$500 or less to let them know their accounts have been released for an opportunity to schedule classes, if desired.
 - There are approximately 1700 students eligible but not registered in the spring semester. All were asked to encourage students to register for classes.

3. Annual Review of Lecturers.

Tim Chamblee provided a handout of a draft of the annual review form to be used for lecturer reviews.

- The form was created to provide official documentation for the review of lecturers as cited in the SACS report.

- The form will reside on the Office of the Provost and Executive Vice President webpage.
- After further discussion, the form will be reviewed by the Deans Council and then posted on the website to be implemented immediately.

4. Chair's Report – none

5. AOPs

AOP 12.03 Awarding of Degree Posthumously

The policy was briefly discussed. Since no representative was present from the OGS, Peter Ryan was to check with them for any concerns. Pending no other concerns, the policy was approved with no edits to be forwarded to the Deans Council for further consideration.

6. New Business - none

The meeting was adjourned at 2:10 p.m.