

Associate Deans Council
January 22, 2014
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Wes Ammon, Ray Berryhill, Tim Chamblee, Karen Coats, Robert Cooper, Diane Daniels, John Dickerson, Walter Diehl, Nancy Fultz, Becky Gardner, Julia Hodges, Eddie Mac Huddleston, Mitzy Johnson, Dinetta Karriem, Beth Miller, Elton Moore, Linda Morse, Ian Munn, Julia Porter, Mike Rackley, Masoud Rais-Rohani, Kevin Rogers, James Scheiner, Steve Taylor, Rick Travis, James Warnock, Scott Willard.

Guest: Cody Coyne

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

1. Consideration of the minutes.

Kevin Rogers made the motion and Ian Munn seconded to approve the minutes of January 8, 2014. The motion was approved unanimously.

2. Announcements.

- Peter Ryan welcomed Cody Coyne and thanked him for attending to represent the Faculty Senate and assist with any questions regarding the recommended revisions to the policy being reviewed.
- Peter Ryan announced the dates for the Academic Insight events.
 - Saturday, February 1, 2014:
Arts & Sciences/ Architecture, Art, & Design/ Bagley College of Engineering
 - Saturday, February 15, 2014:
Agriculture & Life Sciences/ Forest Resources/ Business
 - Saturday, February 22, 2014:
Education/ Undeclared students
- Peter Ryan reported on the importance of first day attendance for students and asked that students be reminded (at Orientation and Academic Insight events) that coursework begins on the first day of classes. He also stated that faculty should be encouraged to begin with coursework on the first day.
- Linda Morse announced that the old myCourses and its data will be gone from the system after May 2014. Faculty should begin removing files now that are stored on the old system. The final date and more information can be found on the CTL and ITS webpage.
- Peter Ryan announced that Rodney Pearson will serve as Coordinator for Student Success to address student retention and graduation and will report to the Office of the Provost and Executive Vice President. Dr. Ryan discussed the 6 point plan presented to the President by the Provost that will be moving forward for action: Development of a one-hour introductory course; Communication plan with a group of freshmen; Three on-line video modules; Writing sample during Orientation; Freshman Convocation in fall of 2014; Scanners for attendance monitoring.
- Elton Moore announced the Annual College of Education Faculty/ Student Research Forum to be held on Friday, April 25, 2014. Carey Wright, State Superintendent for Education will be the keynote speaker.
- Becky Gardner extended an invitation to the Shackouls Honors College Recognition Ceremony for MSU's Rhodes Scholar to be held on January 28, 2014 at 4:00 p.m. on 1st floor of Griffis Hall.
- Tim Chamblee announced the NSSE Survey will be emailed to freshmen and seniors starting in February, 2014. The first invitation email will be sent on February 12, with second reminder on February 20. The third email will be a reminder from Provost, Jerry Gilbert followed by another reminder from Coach John Cohen and final reminder on March 24. Prizes will be given for an incentive to complete the survey with hopes to increase the response of only 17% from last year.
- Masoud Rais-Rohani announced the Bagley College of Engineering recognition ceremony for undergraduate and graduate student scholarships to be held on Wednesday, January 29 at 3:30 p.m.

- Walter Diehl announced the Phi Beta Kappa site visit on Thursday and Friday as part of the process for consideration and approval of a chapter at MSU.
- Peter Ryan reported on the National Student Exchange program and noted that participation by MSU students has been low. He and Nancy Fultz would like to visit with departments to provide information and encourage faculty to promote the program.
- Linda Morse reported on the recent Brown Bag series and announced several upcoming events. The Maroon Edition essay contest entries are due on January 27 at midnight.

3. TA (instructor of record) Banner access

John Dickerson reported on the recent project with ITS and Student Services to simplify notifications for classes and plans to give TAs Banner access for posting grades and absences only to class rosters. They would not be able to access any general information.

4. Chair's Report – none

5. AOPs

AOP 13.23 Faculty Workload

The council was asked to review the suggested revisions to the policy recommended and approved by the Faculty Senate. After discussion of revisions to the first paragraph in Policy/Procedure, there was approval to replace the revised addition to – *Similar workloads should be evaluated in a consistent manner*. After discussion and other minor edits, the policy was approved to be forwarded to the Deans Council for further consideration.

6. New Business – none

7. Novell to Microsoft migration

Mike Rackley provided a handout with an overview of the migration of Novell-to-Microsoft to consolidate the email system across campus.

- Phase I will involve replacing GroupWise email, calendar, address books, mobile device syncing, and instant messaging with Microsoft Outlook/Exchange equivalents.
- ITS will divide the campus into groups and will move a group at a time from the old to the new environment. This phase is expected to take several months to complete. During this time, some functions will not be possible, such as: busy search, shared calendars, shared GroupWise/Exchange folders, and shared address books.
- During the phase I process, with input from departments, ITS will determine the composition of each group to minimize issues.
- Once the migration of data from GroupWise to Exchange is complete, the group's GroupWise accounts will be disabled. In this state, all data associated with each account will remain intact, but members of the group will no longer be able to access their account. These GroupWise accounts will remain in this state for at least several months, providing a safety net for any migration issues at a later time.

The meeting was adjourned at 3:05 p.m.