

Associate Deans Council
June 25, 2014
Meeting Minutes

Present: Peter Ryan (Chair), Amy Adkerson, Ray Berryhill, Tim Chamblee, Karen Coats, Cody Coyne, Michael Busby, Walter Diehl, Becky Gardner, Brett Harris, Lisa Gooden-Hunley (for Scott Maynard), Mitzy Johnson, Dinetta Karriem, Beth Miller, Elton Moore, Linda Morse, Julia Porter, Mike Rackley, Masoud Rais-Rohani, Kevin Rogers, 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.

Kevin Rogers made the motion and Elton Moore seconded to approve the minutes of May 28, 2014. The motion was approved unanimously.

2. Announcements.

- Peter Ryan announced the retirement of Associate Deans, Walter Diehl and Robert Cooper and noted their outstanding contributions to the university. He expressed his appreciation for their years of service.
- Peter Ryan reported on the inaugural Freshman Convocation to be held on Tuesday, August 19, 2014 at 4:30 p.m. in the Humphrey Coliseum. The Registrar's Office will be sending out formal invitations to incoming freshmen, and the event is also being promoted during the summer orientation sessions. There are still details of the program that are being worked out by the committee. Faculty are encouraged to attend (in regalia if they wish) and, if participating, are asked to be at the coliseum by 4:00 p.m. There has been some discussion to looking into renting regalia for faculty which would need approval from the Provost, but no final decision has been made.
- Tim Chamblee reported on the progress of producing the video series for incoming freshmen. The videos will contain information on MSU's history and traditions, important information for academic success, and information on units and/or centers across campus for student success. All freshmen will be required to view these videos. Upon completion of the video training, the student will be entered into a drawing for a \$250 scholarship.
The video content will also be a part of the True Maroon courses. There will be 6 sections of the special True Maroon FYE courses which will be taught by Grisham Master Teachers and will target undeclared majors.
- Peter Ryan reported on the training sessions that will be offered by the Internal Audit office that will focus on important issues. The sessions are highly recommended for new unit heads and a good refresher for existing department leaders. The first session will be held on Tuesday, July 22, 2014.
- The Office of the Provost and Executive Vice President will be offering the 3rd annual Administrators Administrative Training beginning on August 7, 2014 and every Thursday thereafter through October. For more information contact Ardra Morgan in the Provost's office.
- Peter Ryan reported on the SEC ALDP workshops and stated that the Provost's office has received 6 nominations for the ALDP fellows to represent Mississippi State University during 2014-2015. The fellows will participate in activities at the University of Missouri in fall 2014 and at Texas A&M during spring 2015. They will travel with MSU Liaison Peter Ryan who has also been selected to serve as Chair of the SEC Liaisons for the next two years. Dr. Gilbert will make the selection of the 4 members from the nominations received to represent MSU.
- The Provost Office will be moving to Lee Hall on Friday, July 18.
- Linda Morse reported on the New Faculty Orientation to be held on Tuesday, August 12, 2014 at the Bost Extension Building. All new faculty are encouraged to attend the session. Registration is available through the Office of the Provost website. There will be a New Faculty Teaching Academy held the following day on Wednesday, August 13 in the Grisham Room, Library. These sessions will be offered through the Center for Teaching and Learning.
The President's welcome reception will be held at his home on Wednesday evening, August 13.

- Karen Coats announced the Undergraduate Research Symposium to be held on Monday, June 30, 2014 in the McCool Hall Atrium.
- Julia Porter reported on the Meridian campus Transfer Workshop sessions.
- Brett Harris reported on The Drill event to be held on August 18, 2014.
- Mike Rackley reported on the revisions to the MSU ID Card policy. The policy states that departments are required to collect and destroy ID cards from employees leaving employment at the university. Retirees will be eligible for a retiree card.

3. Chair's Report.

- Linda Morse presented the final report from the subcommittee to develop a syllabus template. She presented the syllabus model with notations for required areas under AOP 13.03 –Faculty Responsibilities in Instruction and Curriculum. The template was approved to be forwarded to the Deans Council for further consideration.
- Scott Willard reported briefly on the recommendations from the subcommittee reviewing the policies dealing with faculty workloads. He will present the summary of recommendations at the next Associate Deans Council meeting.

4. AOPs.

AOP 11.01 Shackouls Honors College, Division of Academic Affairs

The policy was approved with minor edits and the addition of the sentence - *In addition to Honors courses, Shackouls Honors College promotes development opportunities for Honors students, including undergraduate research, international study, and national scholarships.* The policy will be forwarded to the Deans Council for further consideration.

5. New Business.

The meeting was adjourned at 2:30 p.m.