

# Associate Deans Council

May 28, 2014

## Meeting Minutes

**Present:** Peter Ryan (Chair), Noel Addy, Wes Ammon, Ray Berryhill, Phil Bonfanti, Tim Chamblee, Karen Coats, Tracy Craven (for Steve Taylor), John Dickerson, Walter Diehl, Becky Gardner, Brett Harris, Julia Hodges, Mitzy Johnson, Dinetta Karriem, Scott Maynard, Beth Miller, Linda Morse, Ian Munn, Gail Peyton, Julia Porter, Masoud Rais-Rohani, Andrew Rendon, Kevin Rogers, Rick Travis, 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 Rick Travis seconded to approve the minutes of May 14, 2014. The motion was approved unanimously.

### 2. Announcements.

- Staff Appreciation Day will be held on Friday, May, 2014. Peter Ryan stated that a notice had been sent to surrounding buildings of a potential noise level in the Junction during the event. He noted that building contacts should always be notified as a courtesy when events are being held near the buildings with a potential noise level.
- Peter Ryan discussed the recent audit of academic administration conducted by Internal Audit, as a practice and as a requirement by IHL for periodic audits. He stated that Internal Audit made two observations and has recommended that the Office of the Provost and Executive Vice President require all new faculty hires with academic responsibilities receive appropriate training such as offered through the New Faculty Orientation; and that administrators receive initial and ongoing academic administrators training. The orientation event for new faculty will include a session on university policies and procedures.
- The Administrators Training Program sessions will be offered from August – October.
- Peter Ryan discussed issues associated with secondary instructors of a course. Internal Audit also made one finding regarding secondary instructors. If a secondary instructor does not have proper credentials, the responsibilities of the primary and secondary instructors will need to be clearly defined in writing and appropriately communicated to both parties.
- Linda Morse announced that New Faculty Orientation will be held on Tuesday, August 12, 2014 at the Bost Extension Center. The New Faculty Teaching Academy will be offered the following day on Wednesday, August 13 by the Center for Teaching and Learning.
- Peter Ryan discussed the Freshman Convocation to be held on August 19, 2014 and reported on the coin to be given to students. He thanked the College of Architecture, Art, and Design for the work on the design of the coin.
- Karen Coats reported that 13 doctoral students completed the Preparing Future Faculty program. The Office of Graduate School is supporting 9 student researchers at \$10/hour for 20 hours a week for a 6 week project.
- Julia Porter reported on the MSU Meridian summer school session and the Educational Leadership cohort.
- Beth Miller reported on the summer camps and prospective students.
- Masoud Rais-Rohani reported that the Bagley College of Engineering graduated its highest number of Ph.D. students for academic year 2013-2014.
- Peter Ryan reported that a Physics and Astronomy doctoral program has been approved for the College of Arts and Sciences.
- Scott Maynard presented a letter from 1970 about a SACS accreditation report, which he found in his office, to Tim Chamblee.
- Gail Peyton reported on the plans for the new floor addition to the Mitchell Memorial Library. She also noted the Library's outreach work with freshman and transfer students.

- James Warnock reported on projects at the Bagley College of Engineering and the plan for promoting a pre-semester design competition for incoming freshman during orientation. He also noted that the MSU EcoCAR has been selected as one of 16 teams to compete in the EcoCAR3 collegiate engineering competition beginning in the fall.
- Tim Chamblee reported on the next group of Maroon Institute for Writing Excellence participants who will attend the June workshop to explore how to incorporate writing into their courses.
- Orientation sessions will begin on June 8. There will be two sessions held each week for the entire month of June.
- John Dickerson reminded all that the second summer school session will start on June 4, 2014.

**3. Proposed July Transfer Workshop.**

Phil Bonfanti presented information on a proposed workshop to be held in July for transfer students. The topic was introduced at the Executive Enrollment Management Council meeting. Recruiting for the event could start in January to invite prospective, applied, and admitted students. The statistics show that 1/3 of transfer students usually enroll after July 1. The intent for a transfer workshop in July might encourage earlier enrollment of transfer students and grow the event by inviting interested students as well as admitted students. This is a new idea that will need feedback and/or suggestions before moving forward. After discussion of which day of the week might work best for students and parents, Phil Bonfanti stated that he will check with community colleges for end of classes dates and/or graduation dates. The goal for the event will be to get most of the transfer students to enroll earlier than August.

**4. Chair's Report.**

- John Dickerson reported on the subcommittee reviewing the AOP 12.02 Withdrawal from the University. There will be a meeting to include all college representatives who have access to grant withdrawals for feedback. The committee will then move forward with recommendations.
- Peter Ryan stated that recommendations were made at the last meeting to form a subcommittee to review the new proposed AOP Teaching Modifications when Faculty are not available Face-to-Face, AOP 13.13 Leave Policies, and AOP 13.23 Faculty Workload . The subcommittee members include: Scott Willard, Chair, Noel Addy, Rick Travis, Tim Chamblee, Beth Miller, Karen Coats, and James Warnock.

**5. AOPs – none**

**6. New Business – none**