

Associate Deans Council
August 13, 2014
Meeting Minutes

Present: Peter Ryan (Chair), Wes Ammon, Jeremy Baham, Ray Berryhill, Thomas Bourgeois, Tim Chamblee, Cody Coyne, John Dickerson, Becky Gardner, Haley Grantham, Teresa Jayroe, Mitzy Johnson, Rebecca Long, Ron McLaughlin, Pat Matthes, Elton Moore, Ian Munn, Gail Peyton, Julia Porter, Andrew Rendon, Kevin Rogers, Steve Taylor, Rick Travis, James Warnock, Scott Willard.

Peter Ryan called the meeting to order at 12:30 p.m. in 611 Allen Hall.

1. Consideration of the minutes.

Kevin Rogers made the motion and Rebecca Long seconded to approve the minutes of July 23, 2014. The motion was approved unanimously with correction: add Wes Ammon as present.

2. Announcements.

- Peter Ryan asked for a moment of silence for the loss of MSU faculty members and students over the last semester.
- Peter Ryan introduced new member, Ron McLaughlin, Interim Associate Dean in the College of Veterinary Medicine.
- Peter Ryan reported on the Freshman Convocation to be held on Tuesday, August 19, 2014 at 4:30 p.m. in Humphrey Coliseum and briefly discussed times to arrive, the procession and seating. There were unintended conflicts with a number of classes, but the priority is for students to attend class. Those students with class conflicts will receive the freshman coin. An email will be sent to students with more information. A reception and book signing will follow the program. ITS will be using the face of the freshman coin as the cover page of the new campus directory.
- The Provost has invited Blannie Bowen of Pennsylvania State University to be the guest speaker at the Scholarship & Evaluation of Teaching program to be held on September 4, 2014. The lecture will focus on nontraditional teaching. All were asked to encourage faculty to attend.
- Peter Ryan and Thomas Bourgeois discussed the Title IX requirement on sexual harassment. Anyone with a complaint or made aware of sexual harassment is required to report the information to the Title IX officer on campus. Judy Spencer is currently serving as the Title IX officer at the MSU campus. Thomas Bourgeois stated that 66 institutions are currently under review for such complaints. After a request from Rick Travis for guidelines, Peter Ryan noted that he will work with the Dean of Students and the Title IX officer to provide guidelines to the Associate Deans for faculty awareness. The Dean of Students and his staff are also available to meet with departments and faculty to discuss awareness.
- The Provost will continue to host meetings with department heads (Coffee with the Provost) and will expand to meet with faculty. He hopes to meet informally with 15 -20 faculty members at each meeting.
- Peter Ryan asked that data for the Appendix II report to IHL be sent back to him by the end of the month. Any degree program that exceeds 25 % or more of off campus instruction must be reported.
- Teresa Jayroe reported on the College of Education's NCATE visit next year. She also noted that Dean Blackburn has been elected and will serve for two years as President of the Mississippi Association of Colleges for Teacher Education (MACTE).
- Teresa Jayroe discussed the College Access Challenge Grant which provides the College of Education to work with schools in the Okolona, West Point and Louisville area.
- Ron McLaughlin reported that the College of Veterinary Medicine's accreditation visit will be from October 25 – 30, 2014.
- Andrew Rendon reported on the New Maroon Camp to help in the efforts across campus for student success. The retreat gave students the opportunity to learn about MSU traditions, history and resources and ended with a service project.

- Kevin Rogers announced that the MSU Entrepreneurship Center has moved to the College of Business. The center will be available for all students across campus.
- James Warnork reported that 80 students participated in the College of Engineering Design Competition, Future Cities.
- Thomas Bourgeois reported on sorority rush. He also indicated that approximately 85% of students had already checked in for housing on the university campus which can house up to 4600 students. He noted road closings for demolition of old buildings and new building construction.
- Thomas Bourgeois reported on the Canine Unit coming to the MSU campus. Mississippi State University will be the first IHL institution in the state to house a Canine Unit. Vance Rice, University Police Chief, hopes to have officers and dogs trained by mid-October.
- Tim Chamblee reminded all of the August 29 deadline for IE reports.
- Peter Ryan reported on the New Faculty Orientation that was held on August 12 at Bost Extension. He noted appreciation to the Athletic Department for providing new faculty members with football tickets to the first game.
- The final Fall Orientation session for incoming students will be held on Friday, August 15.
- John Dickerson reported on the training for the online process for UCCC submissions to be held on August 26 & 27, 2014. Anyone interested can contact Jenny Turner in the Registrar's office.
- Pat Mathes reported on the outreach activities by the Library.
- Becky Gardner reported on Honors Convocation Week and the Honors Council's function.
- Julia Porter reported on the enrollment in the new Kinesiology program at the MSU Meridian campus.
- Steve Taylor asked for assistance with applications that are still pending in departments.

3. Faculty Honor Council.

Andrew Rendon presented statistics on the Honor Code violations and briefly discussed participation in the Dawg Daze activities and the Student Honor Code program to be held on August 20 & 21 at Taylor Auditorium in McCool Hall.

Andrew Rendon reported on the Faculty Honor Council and the need for recruiting an additional 40 faculty members to serve along with the current 23 faculty members returning to serve. He asked for assistance from department heads in recommending faculty to deans. Members will be selected from Dean's nominations. Peter Ryan noted the importance of having representation from each college.

4. Chair's Report.

- Scott Willard presented the subcommittee's report regarding the proposed policy draft, Teaching Modifications When Faculty Are Not Available to Meet Face-to-Face Instruction. The subcommittee does not recommend the proposed draft policy to be formalized as an AOP, but instead to be incorporated into AOP 13.03 and deletion or incorporation of policy AOP 13.04. After discussion, the edits will be made to AOP 13.03 and presented back to the Associate Deans Council for consideration.
- John Dickerson presented recommendations from the subcommittee to examine and assess the current withdrawal process for improvement. The subcommittee recommends that training will be needed for departmental approvers of withdrawals to be better educated on the key issues. Due to further concerns, the Academic Advising Center has volunteered to pilot a program for undeclared students to be directed to contact the center to go through the paper withdrawal process and ensure that students will discuss the decision with an administrator/staff member (withdrawal approver). The Bagley College of Engineering will also be a part of the pilot program for undergraduate students. At the end of the pilot program in spring 2015, an assessment will be conducted on those who withdrew with the paper process and those who withdrew online. This assessment will help the committee make the final recommendations.

5. Revised – Syllabus Template

The revised syllabus template (to include the date of classes) was presented for review. Thomas Bourgeois recommended that emergency procedures be added to the syllabus to make students aware of the emergency/crisis management guidelines. After edits, the document will be posted on the Center for Teaching and Learning webpage.

5. AOPs

- Peter Ryan reminded all of the revisions to the AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments. He asked that Associate Deans review the policy for guidelines.
- AOP 13.14 Grade Appeal and Academic Review Board
The policy was presented with recommended revisions to the policy by General Counsel. The policy will be presented back at the next meeting.

The meeting was adjourned at 2:00 p.m.