

**Associate Deans Council**  
**August 27, 2014**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Noel Addy, Wes Ammon, Jeremy Baham, Ray Berryhill, Tim Chamblee, John Dickerson, JoJo Dodd, Becky Gardner, Teresa Jayroe, Mitzy Johnson, Rebecca Long, Ron McLaughlin, Pat Matthes, Scott Maynard, Linda Morse, Ian Munn, Gail Peyton, Julia Porter, Mike Rackley, Andrew Rendon, Kevin Rogers, Steve Taylor, Rick Travis, James Warnock, Scott Willard.

Peter Ryan called the meeting to order at 1:30 p.m. in 4004 Lee Hall.

**1. Consideration of the minutes.**

Kevin Rogers made the motion and Ian Munn seconded to approve the minutes of August 13, 2014. The motion was approved unanimously.

**2. Announcements.**

- Peter Ryan announced the Men of Color Summit to be held on August 28 & 29, 2014. He asked for assistance in promoting this event.
- Peter Ryan announced that Dr. Blannie Bowen, Vice Provost at Pennsylvania State University will be the keynote speaker at the Scholarship and Evaluation of Teaching lecture to be held September 4 from 205 p.m. at the Hunter Henry Center. His presentation will be related to non-traditional and non-credit teaching followed by a faculty panel discussion. All are encouraged to attend.
- Peter Ryan expressed his gratitude for the promotion of the Freshman Convocation held on August 19 and thanked all involved with special thanks to Registrar, John Dickerson and his staff. There was great attendance of over 2000 freshmen students with over 160 faculty participating in the event. The event video is posted on the MSU website for student viewing. Instructors with class conflict will be asked to send an attendance list of students who were unable to attend the convocation in order to receive the freshman coin. These students are also encouraged to watch the video.
- Peter Ryan reported on the university enrollment and noted that students can still register late but are encouraged to do so by Friday, August 29 at 5:00 p.m. to be included in the final enrollment count.
- The training for the UCCC online submission process will be held on August 26 & 27, 2014. Kirk Swortzel can be contacted if extra training is needed.
- Tim Chamblee reported that 46% have completed the IE reports and reminded all of the August 29 deadline. He also reported that the freshmen videos are now available to be watched (in sequence). The videos content includes MSU traditions, academic policies and the Honor Code, advising centers, Student Affairs, ITS, and the Help Desk. The videos are also open to all administrators and available to be viewed in any classes. An email will be sent by the President encouraging students to watch the series of videos. A follow up email (possibly from the Provost) will state the requirement for viewing and that fall schedule registration will be placed on hold for any freshman who does not complete the series. The videos will be available for freshmen only for a month and then open to all students.
- Terry Jayroe reported on the College of Education's welcome back for faculty and also the new group of MET teachers associated with the grant partnership with the University of Mississippi. She also noted appreciation to ITS for assistance with uploading the NCATE report.
- James Warnock reported on the partnership agreement with Mississippi Gulf Coast Community College. He stated that electrical engineering program courses will be available at MGCCC in the fall with hopes of mechanical engineering to follow the next year.
- Scott Willard reported on College of Agriculture and Life Sciences new faculty lunch, the undergraduate research for student and faculty participation, and promotion of the Study Abroad program.
- Peter Ryan discussed both the Study Abroad program and the National Student Exchange program and asked for assistance in promoting the programs.

- Ron McLaughlin reported on the CVM site visit to be held on October. The college has asked Emeriti and others to do a review and make recommendations prior to the visit.
- Gail Peyton reported on Library events including the recent History Graduate Student Orientation and the also their work with graduate coordinators in an effort for graduate students to know more about the Library resources. She also asked that the Library be considered in the future development of freshman videos.
- Scott Maynard announced the upcoming career fair events throughout the semester. The first one of nine will be held on August 27 for the Adkerson School of Accountancy.
- John Dickerson expressed thanks to the colleges and students for help at the Freshman Convocation.
- Mike Rackley reported on approval of the revisions to OP 30.06 MSU Identification Card. All Active MSU students and Starkville campus and Meridian-campus employees (excluding intermittent employees) are required to have an MSU ID Card. It is recommended that all other MSU employees at all locations have an MSU ID Card. He also reported on the pilot study for scanning IDs and the 2<sup>nd</sup> annual online review of administrators.
- Rick Travis reported on the College of Arts and Sciences welcome for new faculty.
- Rebecca Long stated that new issues of the *Benefactor* will be sent out by campus mail and is also available online. She also discussed a proposal to have the Graduate Bulletin set up for Deans' offices or departments to make changes (with restricted areas) or a department could continue to have the Graduate School make any changes.
- Linda Morse reported that 39 new faculty members attended the New Faculty Teaching Academy held on August 13. She also discussed the Preparing Future Faculty program and encouraged applications.
- Wes Ammon stated that there are a large amount of undeclared students and encouraged recruiting of these students into majors. At last count there are approximately 1200 undeclared students enrolled at MSU.
- Julia Porter reported that MSU Meridian campus has 4 new faculty members.
- Peter Ryan announced the departure of Steve Brown as Dean at the MSU Meridian and the appointment of Co-Interim Deans, Julia Hodges and Allison Pearson to serve during the launch of a new search for Dean.
- Steve Taylor reported on the State Authorization and stated that no students will be accepted as an MSU distance student from the state of Minnesota. He also asked that information requested for any physical activities in other states is needed as soon as possible.
- The Center for Distance Education will be contacting students who left MSU over the last 5 years and had earned at least 60 credit hours to encourage them to complete their degrees using Distance Education. The Athletic Department have also been contacting athletes who have left the university without a degree.
- JoJo Dodd reported on a taxi-based system available for students and the upcoming Bulldog Bash.
- Peter Ryan discussed revisions to the syllabus template after consulting with Thomas Bourgeois and Jeremy Baham for adding emergency guidelines. After further discussion of concerns for instructors to have a plan, but not have the burden of responsibility, Peter Ryan will consult with General Counsel for the expectation by the University to be proactive. He further encouraged any feedback or suggestions to be brought forward.

### **3. Chair's Report – none**

### **4. AOP 13.01 Emeritus Appointments**

After review of revisions and concerns that Emeritus status recommendation from the departmental level being deleted, the policy was tabled for clarification and be considered at a later meeting.

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