

Associate Deans Council
September 10, 2014
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Jeremy Baham, Ray Berryhill, Rita Burrell, Tracy Craven, John Dickerson, JoJo Dodd, Nancy Fultz, Becky Gardner, Mitzy Johnson, Rebecca Long, Ron McLaughlin, Scott Maynard, Linda Morse, Ian Munn, Julia Porter, Mike Rackley, Kevin Rogers, Rick Travis.

Guest: Kirk Swartzel

Peter Ryan called the meeting to order at 12:30 p.m. in 4004 Lee Hall.

1. Consideration of the minutes.

Rebecca Long made the motion and Scott Maynard seconded to approve the minutes of August 27, 2014. The motion was approved unanimously.

2. Announcements.

- Peter Ryan announced the upcoming program sponsored by the Office of Research and Economic Development. Will Mackie, a senior attorney with the U.S. Department of Justice's National Security Division will lead two program sessions at the Colvard Student Union on September 15, 2014.
- The Fall General Faculty meeting hosted by Faculty Senate will be held on Tuesday, September 16, 2014 beginning at 2:00 p.m. in the Foster Ballroom, Student Union.
- MSU's Constitution Day guest speaker will be Justice Wendy B. Scott, Dean of the Mississippi College School of Law. The program will be held on September 17, 2014 at 11:00 a.m. in the MSU M-Club.
- The President's office has asked that members use the east stairwell when entering the 4th floor for Associate Deans Council meetings in order to reduce traffic in the main area of the Presidential Suite.
- Mitzy Johnson reported that 90% of the IE reports have been completed.
- JoJo Dodd reported that there are 29 new Student Association Senators.
- Becky Gardner invited all to attend the production of "Medea" being held outside near Griffis Hall on September 24 & 25, 2014.
- Scott Maynard reported on the recent Career Day event for Accounting and announced the upcoming Career Days for Business and Non-Technical majors to be held on Tuesday, September 23 and the Engineering and Technical majors to be held on Wednesday, September 24. Both events will be held at the Humphrey Coliseum from 12:00 – 4:00 p.m. He also announced that a new full time coordinator has been hired at the Meridian Campus.
- Rebecca Long reported that she and Lori Bruce have been visiting college deans, associate deans, and graduate coordinators for feedback to meet their needs from the Office of the Graduate School.
- Mike Rackley reported on the email migration from GroupWise to Microsoft Outlook.
- Ron McLaughlin discussed events at the College of Veterinary Medicine and mentioned the Alumni Gala reception that was held for recent retirees, Phil Bushby and Robert Cooper. He also distributed flyers with information on the upcoming Human Animal Bond Series to be held on September 18, 2014 at the Wise Center and invited all to attend. This event is free and open to the public.
- Tracy Craven announced the Center for Distance Education Lecture & Learn Series will be held on September 17, 2014.
- Ray Berryhill stated that athletes should have delivered travel letters to instructors with the exception of football athletes.
- John Dickerson reported on the issue with misinterpretation of credit for English Comp I with ACT sub scores. The Registrar's office has sent information to advisors for clarification and to make sure that students enroll in the correct course section. After discussion, Rick Travis mentioned similar issues with Math courses and possibly coding of these sections, as well as the need to check the peak demand for the course for possibly increasing the sections offered.

- Linda Morse announced several upcoming events and encouraged all to attend. The Blackboard Faculty Day seminars will be held on September 11; and the Maroon and Write Speaker Series will be held on September 18 and led by speakers from LSU College of Engineering. More information can be found on the Center for Teaching and Learning web site.

3. UCCC Online Submission Process for Course Proposals.

- Kirk Swartzel asked to present information for reviewing UCC proposals to the Council since Associate Deans are the approvers at the college level. He discussed the training sessions available and provided a hand out with information needed for proposal submission. The online process will simplify the submission process and guarantee that all necessary and required information is included in the submission process.
- When a proposal is approved, Jenny Turner will forward the document to Kirk Swartzel. If it is rejected, then the document is sent back to the Associate Dean with comments (which can be added at any level).
- When the proposal is approved by the Provost the approved course is forwarded on to the Registrar's Office.
- All proposals will be electronic beginning on October 4, 2014. If a paper process is already in process, this should be continued, but if starting a new one there were suggestions to begin the document online since the paper submission cut-off date will be October 3.
- There will be two training sessions during September with more sessions (one each month) to be scheduled and announced at a later date.

4. Chair's Report – none

5. AOP 13.01 Emeritus Appointments

After review of the edits to the 2nd paragraph (Policy/Procedure) *-each individual will be reviewed initially by the originating department or home unit in which emeritus status will reside, and a possible recommendation for emeritus appointment will be forwarded through appropriate administrative channels for consideration – and the additional sentence to the end of the paragraph (The university reserves the right to revoke emeritus status when an individual is found not to be functioning in or representing the best interest of the institution. Under such circumstances, the Provost and Executive Vice President may recommend to the President that emeritus status be revoked)* the motion was made seconded and approved to move forward to the Deans Council for further consideration.

The meeting was adjourned at 1:38 p.m.