

**Associate Deans Council**  
**January 28, 2015**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Noel Addy, Ray Berryhill, Tim Chamblee, Tracy Craven, John Dickerson, Becky Gardner, Greg Hall, Julia Hodges, Rebecca Long, Ron McLaughlin, Scott Maynard, Linda Morse, Ian Munn, Lee Napier, Masoud Rais-Rohani, Kevin Rogers, Rick Travis, James Warnock, Scott Willard.

Peter Ryan called the meeting to order at 12:30 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 January 14, 2015. The motion was approved unanimously with one correction: change “onsite” to “offsite” regarding the College of Education’s accreditation visit on January 7.

**2. Announcements.**

- Peter Ryan stated that he has received clarification of the issues discussed in the review of AOPs 13.09 and 35.05 at the January 14 meeting. The revised policies are approved to move forward to the Deans Council for further consideration.
- Peter Ryan reported that Gov. Mitt Romney will be on campus today taking part in the university’s Global Lecture Series. He will be meeting with students and others on campus this afternoon before the lecture at 6:00 p.m. in the Betterworth Auditorium.
- The Charles E. Lindley Series lecture sponsored by the College of Agriculture and Life Sciences will feature MSU alumnus Will D. Carpenter on February 5, 2015. Scott Willard encouraged all to attend, and asked to please RSVP for the luncheon and lecture event due to limited room space.
- The lunch meeting that was scheduled on February 11, 2015 for Associate Deans and Deans to meet with the Noel Levitz consultant, Jon Watts has been postponed until a later date to be determined.
- The Academic Insight registration is going well with numbers looking positive. Please contact the Registrar’s Office with any issues that need to be addressed.
- The Bagley College of Engineering’s new Petroleum Engineering degree has been submitted for consideration for inclusion in the Academic Common Market program.
- Peter Ryan briefly discussed the email that was sent out regarding Title IX. He noted that a sample syllabus has been posted on the Center for Teaching and Learning website for reference or assistance incorporating the statement into course syllabi.

**3. Chair’s Report.**

Peter Ryan briefly reported on the subcommittee led by Diane Daniels to address the guidelines from the IHL office on Intermediate Math, English, and Reading courses. There seems to be university compliance with the Math and English courses, but the committee will be reviewing the number of Reading courses being offered.

**4. AOPs**

AOP 10.07 U.S. Department of Veterans Affairs: Students.

- Minor revisions for better ways to identify veterans enrolled in courses was discussed. The policy was approved to move forward to the Deans Council for further consideration.

AOP 12.09 Class Attendance and Reporting Absences

- A clarifying statement was added: Faculty are encouraged to report absences for all students in a timely manner. The revised AOP was approved to move forward to the Deans Council for further consideration.

## 5. Other Business.

- Kevin Rogers reported on international students' non-resident waivers and how to select, identify and report to the Provost's Office. After discussion, Peter Ryan is proposing that until an electronic process is developed, colleges should submit a memo to the Provost's Office identifying students and request that the waiver be applied to the student's account. The Provost will send the information to the Controller's office to apply the non-resident waiver on the student's account.
- John Dickerson reported on the discussion for feedback of the continuation of the printing of the blue registration forms for departments.
- Peter Ryan reported the MSU Undergraduate Research and Creative Discovery Program website and encouraged faculty to help publicize the site. He thanked Scott Maynard for his efforts in the successful launching of the website.
- Scott Maynard reported on the upcoming Career Fair events to be held on Feb. 3 (Business and Non-Technical) and Feb. 4 (Engineering and Technical). There are currently over 150 employers registered to participate in the fair.
- Greg Hall announced the upcoming Architecture and Construction Alliance 2015 Symposium and encouraged all to attend.
- Peter Ryan expressed appreciation to the MSU Library for hosting a reception honoring the lead author, Richard Hopper and contributing authors on the publication of "Bovine Reproduction."
- Becky Gardner reported on the Shackouls Honors College student admissions.
- James Warnock reported on the Bagley College of Engineering's Science Fair to be held on February 17 for grades 6-12 students to be held in the Humphrey Coliseum. The amount of participants has doubled since last year.
- Linda Morse stated the spring flyer of events has been sent out with information on the upcoming programs in the Center for Teaching and Learning.
- Rick Travis announced the poetry reading by National Book Award winner, Terrance Hayes to be held in Taylor Auditorium on February 10. The public presentation event is sponsored by the Arts and Sciences Institute for the Humanities.
- Rick Travis reported on the dual enrollment programs courses with Starkville High School with current enrollment of approximately 13 -15 in each of the two courses being offered at a flat rate price of \$250 per 3 credit hour course.
- Ray Berryhill reported that all faculty should have already received the travel forms for student athletes with the exception of football and soccer. Please contact his office for assistance, if needed.

The meeting was adjourned at 2:32p.m.