

Deans Council Minutes
March 2, 2015
1:30 PM
President's Office Conference Room, Lee Hall

In attendance: Jerry Gilbert (chair), Richard Blackburn, Tracey Baham (for Tim Chamblee), Frances Coleman, Cody Coyne, John Dickerson, Greg Dunaway, Haley Grantham, Kent Hoblet, Julia Hodges, Joan Lucas, Ian Munn (for George Hopper), Jason Keith, Sharon Oswald, Allison Pearson, Mike Rackley, Roxie Raven, Peter Ryan, Chris Snyder, Jim West.

Others present: Kari Babski-Reeves, Teresa Gammill, Jodi Roberts, Steve Taylor.

Minutes taken by: Martha Thomas.

1. Upon a motion by Jim West and second by Chris Snyder, the minutes of the February 2, 2015, meeting were approved.
2. Announcements:
 - a. Haley Grantham introduced Roxie Raven, incoming vice president of the Student Association. Chris Snyder stated that Ms. Raven is a sophomore president's scholar who is majoring in political science.
 - b. Ms. Grantham discussed the importance of using four-year graduation plans and asked that the deans encourage their faculty to do so. Jerry Gilbert stated that one of the deans has sent him a copy of all of his college's plans.
 - c. John Dickerson announced that a second Spring Preview Day is being planned on March 30 due to overwhelming interest. Dr. Dickerson stated that there was strong participation in the Academic Insight events with each event having increased preregistrations. Dr. Dickerson stated that orientation registration began this morning but there was a glitch that led to the system being inaccessible for a short period of time. Despite that problem, the first orientation date is at capacity.
 - d. Dr. Gilbert stated that he would send an e-mail to academic department heads regarding the inputting of midterm grades and absences, and asked that the deans encourage faculty to do so.
 - e. Dr. Gilbert reminded the Deans Council that he has until March 10 to give his promotion and tenure recommendations to the President.
 - f. Dr. Gilbert announced that Steve Taylor is planning to retire at the end of June. Dr. Gilbert wished Dr. Taylor the best of luck, thanked him for his leadership, and stated that he would be hard to replace.
3. IRB Applications:
 - a. Jodi Roberts introduced herself as IRB Officer for MSU and Kari Babski-Reeves as the IRB Chair. Dr. Roberts explained that approximately 40% of IRB applications are for student-led research. Many applications, although signed by the student's faculty advisor, are not grasping the issues which must be addressed for IRB approval. Dr. Roberts stated that her office doesn't want to turn anyone away; however, it is outside of the purview of her office to guide students on developing their research question, methods, etc.
 - b. Dr. Roberts discussed outreach efforts to the departments and students to better educate before students apply for IRB approval.
 - c. Dr. Roberts asked for guidance on how to improve this situation so that students and advisors are better-informed of their responsibilities regarding IRB approval.
 - d. Dr. Gilbert asked if there were certain academic fields that have more problems and asked if the problem was primarily with undergraduate or graduate students. Dr. Roberts stated that the problem was not with a specific department and that it lies primarily with graduate students.
 - e. There was discussion regarding using the MSU Announcement system for sending student surveys. The general consensus was that this was not supported by the Deans Council.

- f. Dr. Snyder suggested working with Seth Oppenheimer regarding undergraduate research.
 - g. Jason Keith suggested developing videos that students could watch to learn about the process.
 - h. There was discussion regarding the existing training being long and boring.
 - i. Dr. Keith suggested that the IRB office develop a one-sheet document on the process that the deans could distribute to their colleges.
4. Academic Operating Policies:
- a. AOP 10.07: U.S. Department of Veterans Affairs: Students:
 - i. Peter Ryan gave a brief overview of the policy and edits that have been made to it. He stated that the policy exists to encourage faculty who are engaging with student-veterans to consult the Bulletin and other sources for policies related to student-veterans.
 - ii. **Upon a motion by Dr. Ryan and second by Frances Coleman, the policy was approved unanimously as presented.**
 - b. AOP 12.09: Class Attendance and Reporting Absences:
 - i. Dr. Ryan gave a brief overview of the policy and edits that have been made to it. Dr. Ryan stated that a paragraph was reworded to better explain absence reporting.
 - ii. **Dr. Ryan moved that the policy be approved as presented; Sharon Oswald seconded the motion.**
 - 1. Discussion:
 - a. There was discussion regarding what constituted an authorized university activity.
 - b. There was discussion regarding enforcing the requirement to report freshman absences. Dr. Ryan stated that it has always been the policy to report freshman absences. Dr. Gilbert stated that the policy allows us to remind faculty of the requirement, but that he doesn't expect department heads to dock annual reviews for noncompliance.
 - c. There was discussion about the importance of absence reporting for the purposes of timely monitoring of student progress, grade appeals and retroactive withdrawals.
 - 2. **The motion was approved unanimously.**
5. Other Items:
- a. Dr. Snyder discussed a recent issue with the Lyceum series. Dr. Gilbert stated that he would speak with Bill Broyles about the issue.
 - b. Deans Coleman discussed the upcoming Ragtime Festival and Kinsey Collection.
6. There being no further business, the meeting was adjourned at 2:22 PM.