

Associate Deans Council
July 22, 2015
Meeting Minutes

Present: Peter Ryan (Chair), Wes Ammon, Jeremy Baham, Thomas Bourgeois, Tim Chamblee, Diane Daniels, John Dickerson, Becky Gardner, Terry Jayroe, Rebecca Long, Pat Matthes, Linda Morse, Ian Munn, Sunny Patel, Mike Rackley, Lynn Reinschmiedt, Kevin Rogers, Rick Travis, James Warnock, Jim West.

Guests: Jon Rezek, Kristen Bloom.

Peter Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall.

1. Consideration of the minutes.

James Warnock made the motion and Rebecca Long seconded to approve the minutes of July 8, 2015. The motion was approved unanimously.

2. Announcements.

- The New Faculty Orientation will be held on Tuesday, August 11, 2015 at the Mill Conference Center. The President will host a reception for new faculty members at his home on Wednesday, August 12, 2015 from 5 – 6:00 p.m.
- Peter Ryan discussed the Freshman Convocation ceremony and a few revisions to the program and the addition of college banners during the processional. The ceremony will be held on Tuesday, August 18, 2015 at the Humphrey Coliseum beginning at 5:30 p.m. All faculty are encouraged to attend and participate in the ceremony to show good faculty representation and support.
- Jim West asked about lecturer attendance at the faculty orientation and after further discussion of Title IX training requirements for lecturers, Peter Ryan will speak with Brett Harvey for clarification. He noted that lecturers are welcome to attend orientation, but attendance is not mandatory.
- Peter Ryan discussed the recent changes to AOP 12.01 Academic Add/Drop Policy that will be updated on the calendar upon final approval and posting of the policy.
- Peter Ryan welcomed Lynn Reinschmiedt who will be serving as Interim Executive Director of the Center for Distance Education.

3. Study Abroad.

Jon Rezek and Kristen Bloom of the International Institute provided important information on the Study Abroad Program.

- There have been changes in the submission deadline and the budget forms.
- The submission date for Faculty-led proposals and all corresponding materials to the Office of Study Abroad is no later than September 15, 2015.
- A detailed timeline was provided for Faculty-led Study Abroad Programs along with the submission form and possible expense costs for the program cost.
- This year international flights can be booked by the students or booked as a group by the department.
- There are scholarships available for incoming freshmen depending on their ACT scores and GPA.

4. Attendance Tracking.

Mike Rackley stated that based on the pilot conducted during fall 2014 and spring 2015, the decision was made to expand the number of classrooms with the attendance scanners.

- The Banner XE attendance module will be replaced with an enhanced module that features new capabilities and better performance.
- Due to issues with the Banner XE software, ITS developed the new software, Attendance Tracking Systems which will be implemented on August 11, 2015.
- Both systems will be available for reporting absences.
- A demonstration for use of scanners and software was presented.
- Hands on training will begin on August 10, 2015. Registration for training sessions is available through the ITS website at its.msstate.edu. The helpdesk can be contacted for assistance.
- Mike Rackley noted that MSU ID card test stations will be placed around campus with instructions for scanning and to check to be sure an MSU card is still good.

5. Chair's Report. – none

6. AOPs. – none

7. Other Business.

- Thomas Bourgeois made several announcements:
 - The texting and driving law will go into effective on July 1, 2015.
 - Campus police will have jurisdiction up to 500 feet off campus beginning July 1, 2015.
 - Beginning on July 1, 2015, a permit is not needed to carry a concealed weapon. The weapon can be carried in a purse or satchel (back pack).

The meeting was adjourned at 3:00 p.m.