

Associate Deans Council
March 9, 2016
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Jeremy Baham, Tim Chamblee, John Dickerson, Becky Gardner, Greg Hall, Terry Jayroe, Mitzy Johnson, Rebecca Long, Ron McLaughlin, Pat Matthes, Scott Maynard, Linda Morse, Ian Munn, Allison Pearson, Gail Peyton, Mike Rackley, Nicole Rader, Lynn Reinschmiedt, Kevin Rogers, Rick Travis, James Warnock, Edward White.

Guest: Rodney Pearson

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 seconded by Rebecca Long to approve the minutes of February 10, 2016. The motion was passed unanimously.

2. Announcements

- Peter Ryan reported on the Student Affairs Strategic Plan Draft emailed out by Dr. Regina Hyatt, Vice President for Student Affairs. The group has asked for review of the draft plan and welcomes any feedback.
- Peter Ryan reported on a couple of items that were previously requested for consideration by the Student Association. The efforts already in process to enter academic advisors' names to Banner for student access will need some assistance from colleges and departments to identify the advisors. For departments with advisors at the faculty level, it was suggested that it may be easier to name the undergraduate coordinator. It will be important to keep the list updated. The request for a class waiting list has some technical issues to be worked out before moving forward.
- Peter Ryan shared a request from the MSU Advisors Council for assistance with professional development opportunities. He suggested to the group that they begin at the departmental level for assistance to move forward.
- Peter Ryan shared information on efforts of a subgroup from the Undergraduate Research and Creative Discovery (URCD) committee to better promote and improve access and visibility to the URCD website for those interested in undergraduate research opportunities. Assistance will also be needed to identify undergraduate students who are willing to share their research experiences in a short video clip.
- Peter Ryan shared new information items that Dr. Julia Hodges received from the IHL Board office regarding appendices for new programs. These items include: (a) realistic enrollment numbers which can justify the new program, (b) realistic budgets, avoid stating no additional costs, and (c) anticipated job opportunities (salaries & range). Scott Maynard also stated that the Career Center can supply job data.

3. Progress Grade Reporting.

- Rodney Pearson provided a handout with data collected by the Office of Student Success which works with units across the university to provide students with the resources and opportunities to help achieve academic and personal goals leading to graduation and careers.

- Data is the key to many of the efforts and programs. A student needs to see evidence of his/her class performance at least by the 30th day of class to have assessment for making a decision to stay in or drop a class before the 36th day of class (last day to drop a class).
- Faculty are encouraged to report absences and progress grades in a timely manner.

4. Chair's Report. - None

5. AOPs.

AOP 13.03 Faculty Responsibilities in Instruction

- After discussion, a few minor edits were made to the revised policy which was brought back for review of the previous recommendations by a subcommittee to merge the contents of the policy AOP 13.04 Attendance at Classes, and specific contents from the proposed policy AOP xx.xx Teaching Modifications When Faculty are not Available to meet Face-to-Face Instruction with the AOP 13.03 Faculty Responsibilities in Instruction. A motion was made, seconded and voted on with all in favor to approve the suggested revisions. The policy will be forwarded to the Deans Council for further consideration.

AOP 13.04 Attendance at Classes: Teaching Faculty

- Upon the approval, a motion was made and seconded with all in favor to rescind the policy, AOP 13.04 Attendance at Classes: Teaching Faculty.

6. College/other units' announcements.

- Tim Chamblee announced the Chronicles of Higher Education's survey – "Great Colleges to Work For" and encouraged participation. The survey will be sent to 600 randomly selected MSU employees.
- James Warnock reported on the three candidate interviews for the Associate Vice President for International Programs and encouraged attendance to the appropriate scheduled sessions.
- John Dickerson discussed information for first time freshman scholarships and stated that orientation and spring preview day registration is now open. He also mentioned the renovations going on in the first floor of the Registrar's office.
- Greg Hall encouraged everyone to see the "Silk Unraveled" exhibit on display at the Cullis Wade Depot. He also reported that a recommendation has been made to the Dean from the search committee for the position of Department Head of Art. He stated that accreditation has been completed with positive reviews.
- Peter Ryan mentioned that three members (G. Hall, R. McLaughlin, and L. Morse) of the council recently completed the SEC Academic Leadership Development Program. He also stated that anyone interested in participating in this program should contact their dean regarding the nomination process. A call for nominations will go out in early May, 2016.
- Edward White reported on the Student Association's newly elected officers and appointments.
- Terry Jayroe reported on the College of Education's first Education Futures Project Conference and mentioned the James Patterson Teacher Education awards. She also invited all to register and attend the Research Forum to be held on April 19 at the Mill Conference Center.

- Becky Gardner reported on the recent SEC Honors Deans and Directors Conference hosted by the Shackouls Honors College. She also stated the college has received over 1000 applications and have already admitted over 700 students. The deadline for transfer student applications is March 15, 2016.
- Ron McLaughlin announced the College of Veterinary Medicine's open house to be held on April 1 & 2, 2016.
- Jeremy Baham announced the Legal Issues Conference to be held on April 28 & 29, 2016. He also stated that the Dean of Students staff are always welcomed to meeting with faculty individually or meet with department faculty with information on safety, how to handle disruptive students, or plans in case of emergencies.
- Kevin Rogers announced the ribbon cutting ceremony for the Center of Entrepreneurship Center set for April 19, 2016 at 11:00 a.m.
- Rebecca Long announced the Graduate Appreciation Week, April 4–8, 2016 and the GSA Annual Awards Banquet. The deadline for the awards nominations is March 25, 2016.
- Linda Morse reported on the Schillig project deadline of March 14th and encouraged submission. The second series of Mastering Teaching will be held on March 23 in the Grisham Room.
- Rick Travis announced the retirement reception for the College of Arts and Sciences Deans, Greg Dunaway to be held at the Mill on March 10, 2016 from 2 – 4:00 p.m.
- Gail Peyton announced the Library's hosting of the International Student Reception on March 14, 2016. The Library will also be participating in the Graduate Student Appreciation week activities. National Library week will be observed from April 10–14, 2016.
- Lynn Reinschmiedt announced the Center for Distance Education's Lunch & Learn series to be held on March 24, 2016.
- Greg Hall announced that the MSU SEC ALDP Fellows had partnered with the Graduate School to develop a survey which has been launched in hopes to better address the needs of graduate students during their program and in their careers.

The meeting was adjourned at 2:40 p.m.