

Dean's Council Minutes
April 17, 2017
1:30 PM
Presidents Conference Room, Lee Hall

Members Present: Judy Bonner(chair), Richard Blackbourn, Lori Bruce, Tim Chamblee, Frances Coleman, Terry Dale Cruse, John Dickerson, Brent Fountain, Kent Hoblet, Julia Hodges, George Hopper, Jason Keith, Joan Lucas, Sharon Oswald, Allison Pearson, Peter Ryan, Chris Snyder, Rick Travis, Jim West, Layton Little
Others Present: Lori Ball, Teresa Gammill, Mike Rackley, Susan Seal, Judy Spencer
Guest Present: Tracey Baham, Brett Harvey, Meredith Jackson, Tommy Parker
Minutes Taken By: Dinah Jenkins

- I. Upon a motion by George Hopper and second by Richard Blackbourn, the March 20, 2017 minutes were approved unanimously with no corrections.
- II. New Sexual Harassment Policy – Brett Harvey
 - The executive order came from the Governor stating we must verify that we have trained every employee at MSU by June 30 in the new policy.
 - New training called SHARP – Sexual Harassment Awareness Response and Prevention.
 - Will be accessed through the Page UP system that will be marked completed at the end; can be done in conference style with signup sheet with names and net id's for larger groups.
 - June 30th is deadline to be certified, but campus wide should be completed earlier.
 - Communicate with all Faculty not on campus at present such as those on sabbatical to complete.
- III. ITS Banner Enhancement Demonstration – Mike Rackley with Meredith Jackson & Tommy Parker
Maintaining Student Advisors in Banner – basic capability to record & maintain the student's advisor in Banner.
 - Program was piloted in College of Forest Resources
 - There is a new menu option under the registration tab with advisor assignment.
 - The advisor assignment page would be limited to a number of users in the colleges and departments that will designate who is to assign the advisors. The designee's will be able to pull list of students based on an enrollment term and a program of study, then assign the advisor to each student. All who have the departmental access can view, but not assign or make changes.
 - An audit trail shows every time an advisor changes for a student.
 - An option is available for a primary advisor and a secondary advisor and can list up to five.
 - Any one flagged as an advisor or instructor in Banner can be marked as an advisor.
 - A filter is included that allows many options to find information - such as major/concentration/certain advisor/classification etc...
 - When a student changes major, the old college advisor designee can remove the advisor before the new college has added theirs and vice versa.
 - Layton Little asked if students would be informed when/if advisors were changed within the department to prevent delay in registrations and discussion followed. This feature is currently not available.
 - The assigned advisors will appear on the student's information page. The students will also be able to see their advisors in a channel within myState.
 - Lori Bruce inquired about adding Graduate Students advisors as would be very useful. Per Mike Rackley, it has not been added, but would be easy to do so.
 - Faculty members will be able to get lists and can see the audit trail.

Emailing students and parents when progress grades and final grades post in Banner.

- When submitting grades, a column has been added to send a generic email to the student to inform them class grade is posted and can be viewed; it also will send to every person to whom the student has granted parent portal access.
 - There was discussion about an existing option is that allows instructors to mark that grades cannot be viewed until it has been processed by the registrar.
 - Will look into addition of Graduate Students and graduate committees.
 - Will need to know who in each college can enter and maintain the advisors.
 - Assign person in Meridian who will be designee for updating advisors.
- IV. Commencement Committee Proposed changes – John Dickerson
- Have had ongoing reported issues with seating, length of ceremony, parking & traffic.
 - Upcoming ceremonies in May will be the largest ever with larger classes coming up.
 - Recommendation from the committee is go to two ceremonies beginning with Fall 2017 commencement while dividing up the colleges then go to three ceremonies Spring 2018.
 - Committee estimates this recommendation will take 35-40 minutes off ceremony with goal to be in the 1.5-hour range.
 - Recommendation that ceremonies be done on a weekday, which would help campus manage the crowd.
- V. Excellence in Assessment Award Application – Tim Chamblee/Tracey Baham
- All academic, academic-support and student-support programs either directly or indirectly foster the following student learning outcomes; 95% across our campus fit within these five categories of academic units plus academic support units.
1. Students will realize the specific learning outcomes for their chosen disciplines (possess content knowledge).
 2. Students will apply their specialized knowledge in the careers (readily employed).
 3. Students will demonstrated communication fluency (communication skills).
 4. Students will consider diverse perspectives and solutions (critical thinking & diversity initiatives).
 5. Students will engage in scholarly or scientific inquiry (research & scholarship).

Richard Blackbourn invited Council to register soon for the upcoming Research Forum if they will be attending. This will be the 10th one held with 216 registered so far.

There being no further business, the meeting adjourned at 2:37 PM.