

**Deans Council**  
**October 11, 2010**  
**1:30 PM**  
**Allen 611**

**Members Present:** Jerry Gilbert (chair), Mark Binkley, Richard Blackbourn, Timothy Chamblee, Harry Llull (for Frances Coleman), Lou D'Abramo, Rhett Hobart, Kent Hoblet, George Hopper, Gary Jackson, Charlie Guest (for Joan Lucas), Meghan Millea, Gary Myers, Mike Rackley, Robert Green (for Sarah Rajala), Lynne Richardson, Peter Ryan, Butch Stokes, Jack Tucci, and David Lewis (for Jim West).

**Others Present:** Teresa Gammill and Molly Watkins.

**Minutes taken by:** Martha Thomas.

1. The minutes of the September 13, 2010, meeting were approved with no corrections.
2. Announcements:
  - a. Dr. Gilbert announced that he met with the Advisory Committee for the Select Committee on Efficiencies and Innovations (SCEI) and expressed that he was not interested in pursuing mergers of department unless there would be a significant financial gain that would result from the merger. The committee agreed. Dr. Gilbert explained that if there is a group of faculty that would like to pursue a proposed merger, that group of faculty should speak with the SCEI Advisory Committee. The procedure proposed during the roundtable in the spring would be followed in which no unit is forced to merge with another; that a merger would need to be mutually agreed upon.
  - b. Dr. Gilbert invited the Deans to breakfast on Wednesday, October 20 at 7:00 AM and asked that the Deans notify Martha Thomas if this date does not work with their schedules.
  - c. Dr. Gilbert announced that Student Affairs has formed a committee to look at planning for future student housing. The Division of Student Affairs is eager to receive input from external sources.
  - d. Dr. Gilbert gave a brief update on the status of searches:
    - i. The Search Committee for the Dean of the College of Business is being chaired by Lou D'Abramo. The committee has met and is beginning to assemble the position description.
    - ii. The Search Committee for the Dean of the Shackouls Honors College is being chaired by Gary Myers. Dr. Myers will meet with Dr. Gilbert on Tuesday, October 12 to discuss the search.
  - e. Dr. Gilbert announced that the StatePride faculty award checks were distributed to the colleges on Friday, October 8. Dr. Gilbert expressed his appreciation for those involved in distributing those checks and encouraging faculty to write thank you notes to their donors.
  - f. Dr. Gilbert asked that if a unit will be inviting a speaker who has controversy associated with him/her to please give the MSU Police Department advance notice so that they can adequately prepare for security-related issues.
3. Academic Operating Policies:
  - a. AOP XX.XX: Study Abroad:

- i. Molly Watkins explained that the Office of Study Abroad was created in 2008. This policy helps to formalize the definition of study abroad and the procedures that must be followed for students to study abroad through MSU.
  - ii. Butch Stokes stated that we have problems with students who decide to study abroad through another institution. Students can incur problems with financial aid and credit transfer.
  - iii. **AOP XX.XX: Study Abroad was approved unanimously with no revisions.**
- b. AOP 10.03: Deans Council and Associate Deans Council:
  - i. There was discussion about potential revisions to this AOP, including:
    - 1. Item 1 should read: “The Deans Council provides leadership in establishing academic policies and procedures, in making decisions about academic programs, and recommending new degree programs. This body participates in developing long-range plans for the University. The Deans Council is chaired by the Provost and Executive Vice President, and includes the Associate Provost for Academic Affairs, the Associate Vice Presidents for Academic Affairs, the deans of academic colleges and schools, the dean of the library, the dean of the Meridian campus, the Vice President of the Faculty Senate, the Vice President of the Student Association, and the Executive Director of Academic Outreach and Continuing Education. Non-voting members include the Director of the Office of Institutional Research and Effectiveness, the Head of Information Technology Services, the Registrar, and a representative of University General Counsel. Other individuals may be invited to attend as resource persons.”
    - 2. The second paragraph of Item 2 should read: “The Associate Deans Council consists of the Associate Provost for Academic Affairs, who serves as chairperson; an associate or assistant dean (or designated representative) from each school, college, or division, as assigned by the appropriate dean; the directors and heads of all units reporting to the Division of Academic Affairs; the Associate Vice Presidents for Academic Affairs; the Associate Vice President of Student Affairs; the Dean of Students; the Chair of the Academic Affairs Committee of the Faculty Senate; and a representative from the Student Association. Other individuals may be invited to attend as resource persons.”
  - ii. **AOP 10.03: Deans Council and Associate Deans Council was approved unanimously with the above revisions.**
- c. AOP 12.22: Undergraduate Student Courseload:
  - i. There was discussion about potential revisions to this AOP, including:
    - 1. The asterisk (\*) should be removed from the subjectline.

2. The subtext under “POLICY/PROCEDURE” should be changed to: “The following policies will apply:”
  3. The insertion of Item 2 which should read: “Students on good academic standing can take up to 19 credit hours per semester without special permission. Requests beyond 21 hours must be approved by the Provost and Executive Vice President.”
  4. Item 4 should become Item 3.
  5. Item 5 should become Item 4 and should read: “Exceptions to the above courseload require the approval of the student’s Advisor, Department Head, and Dean.”
- ii. **AOP 12.22: Undergraduate Student Courseload was approved unanimously with the above revisions.**
- d. AOP 12.25: Pass-Fail Option:
    - i. **AOP 12.25: Pass-Fail Option was approved unanimously with no revisions.**
  - e. AOP 12.36: Repeat Policy:
    - i. There was discussion about potential revisions to this AOP, including:
      1. Item 1 should read: “A course may be repeated with appropriate departmental approval.”
      2. The second item should be numbered “2”.
    - ii. **AOP 12.36: Repeat Policy was approved unanimously with the above revisions.**
  - f. AOP 13.02: Selection of William L. Giles Distinguished Professors:
    - i. There was discussion about assistant or associate deans not being eligible to be selected as a William L. Giles Distinguished Professor. There was discussion about the difference between administrators and faculty.
    - ii. There was discussion about the required number of years of service at MSU in order to be eligible for the distinction.
    - iii. There was discussion about the number of distinctions each year.
    - iv. **AOP 13.02: Selection of William L. Giles Distinguished Professors was tabled for action at the next Deans Council meeting.**
  - g. AOP 13.04: Attendance at Classes: Teaching Faculty:
    - i. **AOP 13.04: Attendance at Classes: Teaching Faculty was approved unanimously with no revisions.**
  - h. AOP 13.21: Faculty Released Time for Specified Committee Chairs:
    - i. There was discussion about time release versus course release.
    - ii. A recommended revision was adding release for the Faculty Senate Vice President.
    - iii. A recommended revision was correcting the spelling of “University Committee on Courses & Curricula” throughout the document.
    - iv. A recommended revision was changing the subtext under “PURPOSE” to read: “The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the holders of this manual regarding faculty reassigned time for the Robert Holland Faculty Senate President, the Faculty Athletics

Representative, and the University Committee on Courses & Curricula Chair.”

- v. **AOP 13.21: Faculty Released Time for Specified Committee Chairs was tabled for action at the next Deans Council meeting.**

4. Other Items:

- a. Dr. D’Abramo referred to a distributed hand-out that addressed graduate diploma signatures from peer and SEC institutions. He indicated that there are many inconsistencies among these institutions and that he would like to bring a recommendation back to Deans Council at a later date.
- b. Butch Stokes distributed a copy of a mass e-mail that went out addressing, among other topics: mid-term grade reporting deadline of October 15; discussion about the textbook adoption policy and subsequent deadlines; and difficulty Barnes & Noble has encountered with faculty not providing textbook information for all sections of cross-listed courses.
- c. Mike Rackley announced that at 10:00 PM on Monday, October 11, both of MSU’s data centers will be taken down.
- d. Mr. Rackley distributed a hand-out and announced that October is National Cyber Security Awareness Month.
- e. Tim Chamblee announced that Mark Taylor will be presenting a teaching workshop on Wednesday, October 13.
- f. Mr. Stokes also announced that he has been made aware of faculty posting student grades and information to non-MSU course content websites. This is problematic because grades are subject to FERPA and should not be posted to non-MSU websites where security cannot be guaranteed. Mr. Stokes will be looking into this.
- g. Jack Tucci announced that the Riley Center is working with transportation to arrange transportation for Starkville individuals interested in attending Riley Center events. He indicated that he hopes to create package deals with catering.
- h. George Hopper announced that the Wood Magic Science Fair will be the week of October 18-22 at the Forest Products complex.
- i. Dr. Hopper announced that the Lloyd-Ricks-Watson building dedication will be on Saturday, October 23.
- j. Dr. Gilbert announced that the Homecoming football game will be at 6:00 PM on Saturday, October 23.
- k. Richard Blackburn announced that RRTC just received a highly competitive \$4.25 million grant from the Department of Education.
- l. Mr. Stokes announced that we have demonstrated the new degree audit program to the Office of the Graduate School and we will begin rolling out this program in November.