

Deans Council Minutes
March 3, 2003

Members present: George Verrall, chairman; Wayne Bennett, Frances Coleman, Bruce Leopold (for Sam Foster), Lou Capella (for Sara Freedman), Nick Nichols, Phil Oldham, Sara Peters, Linda Pote, Ruth Prescott, George Rent, Roy Ruby, and Jim West. Also present were: Butch Stokes, Gary Pike, Charles Guest, Mike Rackley, Phil Bonfanti, Leslie Bauman, Jonathan Pote and Luther Epting.

1. Dr. Verrall introduced Dr. Gary Pike, the new Director of the Office of Institutional Research.
2. Luther Epting provided an update on the status of the Career Center, following the merger of Cooperative Education and Career Services in 1999. The Career Center provides assistance to students, alumni, and employers. Epting would like to provide assistance on preparation of resume's to students in some upper level classes. Please contact Epting if you have suggestions of how they might work with your college.
3. Dr. Verrall reported on two problems experienced by the Bookstore:
 - Books not sold soon after the beginning of a semester area returned to the seller. Book selection committees are important in the departments in order to select textbooks. This protects colleagues who sell their own books.
 - Books must be ordered prior to the beginning of the semester.The Bookstore supports Mississippi State University and we must work with them. Please encourage department heads to work with the Bookstore.
4. Dean Oldham (chair of Provost Search Committee) reported that Korn Ferry is assisting in the search process, and we will follow a very aggressive schedule.
 - End of March -- Pool will be ready for committee to review
 - Early April -- Airport interviews
 - Early May -- Campus interviews of short-listNominations are being solicited from all sectors of the campus. An e-mail message will go out, when the web-site is available. Nominations go directly to Korn Ferry.

5. Fall Break -- Dr. Verrall led a discussion concerning the Fall Break that is proposed for the week of Thanksgiving, and the elimination of Dead Days. There was discussion concerning the first day of classes, and Dr. Verrall will speak with Faculty Senate about beginning classes on August 19.
6. Other items:
 - Dr. Verrall is working with Human Resources to identify the number of faculty employed at MSU.
 - Dr. Bauman distributed to the Deans information she has on a roster and asked the deans to correct the information provided and provide the missing information by Tuesday at 5:00 PM. Distinguishing between full-time and part-time is important and we must know the credentialing degree. This information is needed for the upcoming SACS accreditation visit. We are working on an orientation meeting for Marc 24 at 2:30 PM
 - Dr. Verrall will send to all the deans a report produced by Institutional Research -- how we used classrooms this past fall.
 - At the upcoming meeting on metrics, we will talk about what is important to us.
 - Deans Council will begin meeting twice monthly -- beginning March 17. We will meet on the first and third Mondays at 1:30 PM. If the dean is unable to attend, the Associate Dean should attend.
 - Dr. Verrall discussed the unfunded teaching liability and his desire to eliminate this liability. We need to increase the number of full-time teachers. Dr. Verrall will focus on two areas: (1) solving the unfunded teaching areas; (2) do the metrics that the university expects to produce the metrics you need to form the requests for what you need.
 - Dr. Nichols says the fence is going up around the Marks Rothenberg building.
 - Dr. Verrall said there is not enough money for the Chemistry building renovation.
 - Dean West stated that there is a suite of offices in downtown Jackson on Capitol Street for university personnel to use when necessary.