

Associate Deans Council Minutes
September 14, 2005

Present: Jerome A Gilbert, Chair; Wes Ammon, Keith Belli, Mark Binkley, Dave Boles, Mark Goodman (for David Bridges), Lou Capella, Diane Daniels, Luther Epting, Julie Fulgham, Jane Greenwood, Dan Hollingsworth, Dinetta Karriem, Harry Lull, Nancy McCarley, Sue Minchew, Gary Myers, Ruth Prescott, Mike Rackley, Lynn Reinschmiedt, Bobby Stokes, Donna Reese, Mike White.

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

1. Consideration of the Minutes:
The minutes of the August 24, 2005 meeting were revised in the section titled "Date for Retake Request" and then the minutes were approved as amended.
2. Chairperson's Report:
 - Dr. Gilbert told the Associate Deans that they are encouraged to attend the Employment Law Workshop at the Library on September 23.
 - Dr. Gilbert asked the Associate Deans to encourage the new faculty to consider participating in the bus tour on October 4 to the Mississippi Delta.
3. Hurricane Katrina response:
Mike White and Tom Bourgeois showed slides from a recent trip to the Gulf Coast following Hurricane Katrina - - the first trip for Bulldogs in Response volunteers, headed by Mrs. Pat Lee. There will be other opportunities to volunteer as there is much devastation and our efforts are needed. Danny Cheatham heads a team departing for the Coast on Thursday. We will concentrate most of our efforts on assisting MSU employees of the Coastal Research Center and that area will be our headquarters. If units choose to provide assistance, they should work through the Bulldogs in Response to obtain official MSU status and MSU vehicles can be made available for those official trips. As a university, we are very concerned about safety of individuals participating and we have certain criteria/guidelines to be followed, Interested groups should consult with Mrs. Pat Lee or Dr. Danny Cheatham. There seems to be ample food and water in the affected areas. Cash and gift certificates are recommended, giving people the opportunity to make purchases for themselves.

4. **Academic Operating Policy:**
Policies for the Academic Outreach Unit within the Division of Academic Outreach and Continuing Education at Mississippi State University: After discussion, the policy was approved with the following revisions:
 - The paragraph under PURPOSE will be revised to be more uniform with other AOPs.
 - Sections of both paragraphs under POLICY/PROCEDURE will be deleted and the remaining portions of those paragraphs combined into one.
 - In the first bullet under “Course/Program Offering Policy”, the parenthetical phrase “if an initial course offering” will be deleted.
 - The 6th bullet under Course/Program Offering Policy will be revised to read “Required courses for main campus and Meridian campus students may be offered through main campus or Meridian campus at least once per academic year”.

5. **Report on Honors Program**
Nancy McCarley reported that Griffis Residence Hall will house honors students as well as the University Honors Program office and classrooms. There are currently discussions ongoing concerning changing our Honors Program to a “college”. Nationally, these changes are being made; USM and Ole Miss as well as most other SEC institutions have Honors Colleges. Honors colleges are most often privately funded. The Honors Program currently has approximately 1200 students and we will try to keep the college about that same size. We are accepting applications for housing in Griffis Hall for Fall 2006.

6. **Use of Electronic Classrooms**
We have some departments who have technology in classrooms, but deny the use of that technology to visiting professors. Dr. Gilbert asked for the Associate Deans’ reaction to that, and asked that they discuss this issue with the department heads. He asked that the Associate Deans bring department heads’ concerns on this issue to a future meeting.

7. **Other Business:**
 - There was discussion concerning the possibility of modifying our AOP to schedule the Drop and Add dates on the same date. Registrar Stokes stated that an optimum time would be at the 6th, 7th, or 8th day of classes. It was pointed out that in the past, we started classes on Monday, but a change was made to enable exams to be given during one week, Monday through Friday. Dr. Gilbert asked the Associate Deans to consider this for discussion at a future meeting.
 - Dr. Epting stated that Career Day is scheduled for September 20. We currently have 131 employers scheduled, with 350 representatives - - the largest gathering for recruitment purposes in our history at MSU. Dr. Epting encouraged faculty interaction with these employers/representatives.

The meeting was adjourned.