

Associate Deans Council Meeting
January 26, 2011
Minutes

Present: Peter L. Ryan (chair), Wes Anmon, Mark Binkley, Thomas Bourgeois, Dave Breaux, Tim Chamblee, Diane Daniels, Walter Diehl, Randy Follett, Robert Green, Paul Grimes, Rick Kaminski, Dinetta Karriem, David Lewis, Harry Llull, Patricia Matthes, Scott Maynard, Linda Moore (for Ray Berryhill), Linda Morse, Bill Person, Mike Rackley, Lynn Reinschmiedt, Thomas Sellers, James Scheiner, Butch Stokes, Walter Taylor, Robert West, and Ann Ray.

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

1. Consideration of the minutes:

Robert Green made to motion to accept the minutes of 12/15/2010 with 2 minor corrections. Butch Stokes seconded the motion. The motion was carried with unanimous ayes to approve the minutes with noted corrections.

2. Announcements:

1. Dr. Ryan introduced new member, Dr. James Scheiner, Director of the School of Accountancy.
2. Dr. Ryan stated that there had been numerous challenges regarding the snow day issues.
 - i. The university has lost two Mondays with Martin Luther King, Jr. holiday and the January snow day resulting in a lack of hours for the required 2250 contact hours for a 3 credit hour course.
 - ii. Dr. Ryan noted that the only option other than the first decision of the makeup time at the end of the semester would be a Saturday due to so many conflicts with previous plans, events and other issues. The day would need to be scheduled in March before or after Spring Break.
 - iii. Dr. Ryan stated that many faculty may have already adjusted for these hours, but the university as an institution would have to accommodate these hours for official contact time for students.
 - iv. The committee discussed in length the issues of the lack of flexibility in the schedule and explored appropriate strategies to provide these contact hours.
3. Dr. Ryan stated that the 2011 fall semester Thursday night football game on September 15, 2011 has been reviewed by Dr. Gilbert and committee.
 - i. The recommendation has been to close the university on that game day with another make-up time of moving fall break into the week of Thanksgiving week.
 - ii. There was discussion of the effects of lab scheduling and other issues that might result from changing the fall break schedule.
 - iii. Dr. Ryan also noted other options and the need for finding solutions for the future of Thursday game days and adjusting accordingly in order to prevent conflicts.
4. Butch Stokes distributed handouts of the spring 2011 schedule and exam schedules with highlighted changes. He noted that Commencement was restored back to the original dates and times as well as the ballgame on April 29.

- i. The committee discussed in length the issues of adding extra days and/or reducing course contact hours.
- ii. Peter Ryan also mentioned the difficulty of processing students for admission during the spring semester without adequate time before the beginning of spring classes.
- iii. Butch Stokes stated that the registration and scheduling committee was scheduled to meet. The committee will also be addressing the student-voiced concerns of increasing the passing time of 10 minutes between classes.

3. Chairs Report:

4. AOP's:

12.11 Degree Requirements – Undergraduate

- After discussion, the recommendation was made to move forward with two (2) minor edits. The document will be forwarded to the Deans Council for consideration.

13.05 Faculty Grievance Procedures

- After discussion, the document was tabled. Thomas Bourgeois will meet with Peter Ryan to discuss the specific items in question before further consideration.

21.01 Graduate Admission Criteria

- After discussion, the document was tabled. Peter Ryan and Louis D'Abramo, Dean of Graduate School will meet to discuss specific items before further consideration.

21.02 Research and Special Skill Requirements for the Ph.D. Degree

- The committee discussed three options of modifying the document, combining the document with AOP 12.08 – Degree Requirements, or deleting the document.
- Peter Ryan requested that Linda Morse submit suggestions regarding her statement that the Education department still requires these skills.
- The document was tabled until review of those recommendations before forwarding to Deans Council.

32.02 Mississippi State University Library

- After discussion, the document was tabled until Harry Llull and Patricia Matthes can review the document for recommendations.

34.01 Special Teaching Programs

- After discussion, the document was tabled. Mark Binkley and Tim Chamblee will review the document for clarification of specific items discussed.

5. Other Items.

- 1) Mike Rackley informed the committee that paper documents which contained security information had been stolen from trashed materials from a former class taught in 1984. He strongly encouraged that any documents with security information should be completely shredded and not just thrown in the trash. He also noted that the university has a contract with a company to dispose of such

materials. Another instance was with a faculty member's flash drive that contained student security information that had been stolen from their car. The committee further discussed security preventive issues.

- 2) Peter Ryan informed the committee of information disseminated at Deans Council meeting of the upcoming online evaluation of Deans. There was further discussion of the process of these evaluations.
- 3) Scott Maynard announced Career Day at Humphrey Coliseum on February 1, 2011 from 12-4pm.

The meeting was adjourned at 2:55 p.m.