

Associate Deans Council Meeting
February 23, 2011
Minutes

Present: Peter L. Ryan (chair), Wes Anmon, Mark Binkley, Thomas Bourgeois, Tim Chamblee, Robert Cooper, Diane Daniels, Walter Diehl, Randy Follett, Robert Green, Mitzy Johnson, Rick Kaminski, Dinetta Karriem, David Lewis, Harry Lull, Scott Maynard, Linda Moore (for Ray Berryhill), Linda Morse, Mike Rackley, Lynn Reinschmiedt, Kevin Rogers, James Scheiner, Forest Sparks (for Bill Person), Butch Stokes, Walter Taylor, Nathan Upchurch, Justin Watts, Robert West, and Ann Ray.

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

1. Consideration of the minutes.

David Lewis made the motion to accept the minutes of January 26, 2011 with 2 minor edits, and Randy Follett seconded the motion. The motion was carried with all ayes in favor to accept the minutes with noted corrections.

2. Announcements.

- a. Nathan Upchurch introduced the new Student Association Attorney General, Justin Watts. Nathan expressed his appreciation to the council for the past year and deemed it an honor to have served on the committee. On behalf of the council, Peter Ryan thanked Nathan for his service to the student body and for the open dialogue with the Student Association.
- b. Peter Ryan encouraged participation in a workshop to be held March 25th on minority faculty recruitment with Renee Baker from Rochester Institute of Technology from 1-5 p.m. Additional information and title would be sent out later in the week.
- c. Peter Ryan mentioned that David Shaw is trying to organize a recognition session for faculty on achieving the honor of Carnegie classification by the end of March or early April.
- d. Peter Ryan requested a list by March 1st of faculty who have already compensated for lost contact hours and will not meet classes on the snow make up day of Saturday, March 26th. This list will provide availability for any necessary accommodations.

3. Chair's Report. None

4. Demonstration of Faculty Credentials Verification Form.

- a. Mike Rackley presented a Banner demonstration for the process of data input to the new faculty credentials verification form.
- b. This form was driven mainly to provide data for SACS accreditation which will provide qualification information for all course instructors' teaching area with complete and accurate degree and transcript documentation.
- c. There was further discussion and questions of how to key data for faculty with no major teaching area or other exceptions. These issues and other exceptions are being reviewed for solutions.
- d. A letter of justification will be required for any individual that serves as the instructor of record and does not have the qualified degree to teach the course.

- e. The university will provide assistance for faculty with obtaining other official transcripts. However, the faculty member will be required to sign a waiver to release their transcripts.
- f. This verification process will capture all required documents as new faculties are hired in the future.
- g. Upon completion of the form, faculty are to print, sign and submit the form to their department head(s) and then forward to their primary academic dean.
- h. After further discussion, Mike Rackley indicated plans of a more defined work flow for the online process. An email will be sent by the Provost when the forms are ready for input.

5. Demonstration of the Provost's Academic Administrator Feedback Survey.

- a. Mike Rackley demonstrated the online survey that has been requested by the Provost for feedback of academic deans by department heads, faculty and staff.
- b. There are a few areas of the online form that need improvement for data input. For example, associate deans will have to input as staff member in order for all feedback to be anonymous. The form also provides for optional comments. Mike Rackley noted that once the form has been submitted changes cannot be made and asked that Martha Thomas in the Provost office be contacted with any questions or problems.
- c. There was discussion of the rationale of this evaluation and why associate deans are not being evaluated. Peter Ryan informed the council that the overall feedback will be to show dean performance and possibly address any concerns or problems early. The results of the survey would decide if it needed to move forward to other areas of interest.

6. Presentation on the results of the 2010 National Survey of Student Engagement.

- a. Tim Chamblee provided a power point presentation and distributed a handout of the National Survey of Student Engagement (NSSE) 2010 Executive Summary.
- b. The data will provide information that supports the learning environment of MSU. The survey was sent to freshmen/first year and senior students with 1795 responding out of the 6800 students that were asked to participate.
- c. The results provided were divided into five areas: Level of Academic Challenge, Active and Collaborative Learning, Student Faculty Interaction, Enriching Educational Experiences, and Supportive Campus Environment. The results bolded in maroon color indicate the highest response rate between colleges and the results in black indicate whether MSU had a higher score than the overall NSSE scores.
- d. Tim Chamblee discussed the deployment process of the survey and the importance of participation in order for learning environment improvement as well as assessment for faculty that have taught undergraduate courses. He encouraged all for internal reminders to students for participation in the survey.
- e. After the shortage of time, the committee agreed to bring back the discussion of the survey to the council at a later date.

7. AOP's: None reviewed.

8. Other Items.

1. The New Faculty Luncheon will be held in the Grisham Room at Mitchell Memorial Library on Monday, March 7, beginning at 11:30 a.m. There are also plans in process for a bus tour on the afternoon of April 15th followed by a small reception. Peter Ryan asked that members encourage new faculty to participate in these activities.
2. The university has unfortunately had two student fatalities over the past week.
3. Peter Ryan mentioned complaints about students sending mass emails for research purposes, and noted the need for students to have approval before sending out these emails.

The meeting was adjourned at 3:00 p.m.