

**Associate Deans Council Meeting**  
**April 27, 2011**  
**Minutes**

**Present:** Peter L. Ryan (chair), Ray Berryhill, Mark Binkley, Phil Bonfanti, Dave Breaux, Tim Chamblee, Angie Chrestman (for Scott Maynard), Diane Daniels, Walter Diehl, Robert Green, Paul Grimes, Mitzy Johnson, Dinetta Karriem, Harry Llull, Elton Moore, Linda Morse, Bill Person, Mike Rackley, James Scheiner, Meridith Sledge (for Justin Watts), Butch Stokes, Robert West.

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

**1. Consideration of the minutes.**

Robert Green made the motion and Elton Moore seconded to accept the minutes of the April 13, 2011 meeting. The motion was carried with all ayes in favor to accept the minutes with noted corrections.

**2. Announcements.**

- a. Peter Ryan mentioned the announcement that has been sent by the Provost in regard to the weather issues that resulted in disruption to the exam schedule. After meetings, the decision was made to give these students impacted by canceled final exams options for exams and final grades. He also recommended that faculty be flexible with the decision as how to best assign students' grades.
- b. Butch Stokes distributed the Commencement Exercise announcements for both dates of Friday, April 29 and Saturday, April 30 including a list of statistics about graduating students for each ceremony.
  - i. Friday ceremony has 1088 total applied with 801 total walking in the ceremony; Saturday ceremony has 1202 total applied with 933 total walking in the ceremony.
  - ii. The procedure will be the same as the 2010 ceremonies. There will be two honorary doctoral degrees awarded to Richard Holmes, and Earnest "Earnie" Deavenport. Commencement speakers will be Hartley and Mary Peavey of the Peavey Electronics Corporation.
- c. Butch Stokes mentioned the lack of advisors during the first orientation during April and that some students were sent home without being able to register for courses. He asked if Associate Deans would please help check to make sure that enough personnel are working during the orientation sessions to help prevent sending a negative message to students and parents.
  - i. There was discussion of pre-registration or template schedules for students during orientation.
  - ii. As a session is completed or finished, a call to the Command Center would also be appreciated. This will help to expedite the process if all students are accounted for with a head count of how many have completed.
  - iii. There was further discussion of schedule templates or builders and the issues that might arise with adding and dropping of courses such as course conflicts and percentage of refunds.

- iv. The committee agreed that these issues should be discussed in length at a later meeting.
- d. Peter Ryan mentioned the 2011 Faculty Awards and Recognition Program and the ORED Research Banquet that were held on April 26 in the Grisham Room to recognize outstanding advising and research for faculty and staff.

**3. Chair's Report.** None

**4. AOP/OP.**

**12.26 Undergraduate Credit by Examination.**

- After discussion, the document was approved with the recommendation to be forwarded to Deans Council for consideration.

**13.15 Evaluation of Teaching Performance.**

- After discussion, the document was tabled until David Lewis can be present for discussion of his submitted suggestions of the policy.

**5. New Business.**

- Linda Morse stated that August 15 has been presented to the Deans as the date for New Faculty Orientation.
- Peter Ryan announced that Paul Grimes has accepted the position of Dean of Business at Pittsburg State University with a mid July departure date.
- Mike Rackley announced the idea of rebranding the current student portal, onCampus, and noted that he would appreciate any comments.
- Tim Chamblee stated that IE sessions are full but there are plans of a new cycle of sessions to be offered at the end of May.
- Peter Ryan and Phil Bonfanti discussed the process of scholarship stacking as an effective way of presenting students with their entire package of scholarships that they will be receiving.
  - a. Students would apply to MSU by the priority day of December 1 with the university wide date of March 1 for awarding scholarships.
  - b. A follow up letter would be sent to students listing all scholarships to be accepted by May 1.
  - c. There was further discussion of priority dates and the need to make students aware of certain scholarships.
- Peter Ryan announced that Benjy Mikel has been named the Associate Vice President for International Programs and Executive Director of the University's International Institute.
- Mark Binkley will be coordinating Student Abroad Programs during the early part of summer sessions until the structure is in place to fill that position.
- Phil Bonfanti distributed a handout to share numbers of admission, enrollment, and housing for freshmen and transfers with calculated percentages compared to the previous year and targeted goals.

**The meeting was adjourned at 2:45 p.m.**