

Associate Deans Council Meeting
September 28, 2011
Minutes

Present: Peter L. Ryan (chair), Jeremy Baham, Ray Berryhill, Mark Binkley, Phil Bonfanti, Tim Chamblee, Karen Coats, Ryan Colvin, Diane Daniels, Walter Diehl, Greg Dunaway, Randy Follett, Robert Green, Julia Hodges, Teresa Jayroe, Rick Kaminski, Dinette Karriem, Cassandra Lattimer (for Scott Mayard), David Lewis, Linda Morse, Mike Rackley, Kevin Rogers, Butch Stokes, Walter Taylor, Justin Watts.

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 and Butch Stokes seconded to approve the minutes of the September 14, 2011 meeting. The motion was approved unanimously.

2. Announcements.

- a. Peter Ryan reported on the fire drill exercises that are being conducted on campus.
 1. There were serious problems of classes not dismissing and evacuating the building during these drills.
 2. These exercises are mandated by IHL and are important for determining the length of evacuation for the safety of people in the event of an actual fire in the building.
 3. Peter Ryan asked that Associate Deans encourage department heads and faculty to pay attention to the dates for these exercises in their building and to please follow instructions of the drills.
- b. Linda Morse announced several upcoming events.
 1. The Center for Teaching and Learning Advising workshop will be held on Friday, September 30 at 1:00 p.m. in the IMC Presentation room in the Library. The workshop is only offered once a year. Registration is available on the CTL website.
 2. The Maroon Edition event, “An Evening with the Daughter’s Optimists” will be on Thursday, September 29 in Lee Hall at 7:00 p.m.
 3. The New Faculty Luncheon on September 20 had a great group of around 30 new faculty attending. The Bus Tour will be on October 21, Friday beginning at noon with a box lunch and tour of the Golden Triangle regional area. These events are great opportunities for new faculty to interact with colleagues.
- c. David Lewis reminded the council of the Clothes Line project currently being held on the Drill Field and encouraged all to walk through to view these personal expressions in support of this project.

3. Chairs Report. None

4. Mark Binkley, AOCE Contracts.

Mark Binkley previously met with the Provost to develop a plan for managing AOCE contracts. The Distance Education Course Instruction Agreement (28 step) Process was distributed to the committee for review and discussion.

- The final deadline that a department can provide the name/salary for someone teaching a course for the spring 2012 semester will be November 11. This provides all parties with approximately four weeks to process the paperwork.

After this date, a course can still be offered but only if the instructor is teaching the course on-load.

- AOCE will work with ITS for deadline dates of future semesters to be posted on the University calendar. The agreement process will also be posted on the AOCE website.

6. AOP/OP.

OP 1.17 Formal Distance Education

After brief discussion and a request to table the document, David Lewis made the motion and Rick Kaminski seconded the motion to table the document for future discussion of the policy. The motion was approved with all ayes in favor.

AOP 10.05 Nepotism

After discussion, the document was approved with one minor edit to be forwarded to Deans Council for further consideration.

AOP 13.16 Establishment of Academic Centers and Institutes at Mississippi State University

The subcommittee of Linda Morse, Walter Diehl, and Elton Moore prepared the revised AOP for council consideration. Linda Morse consulted with the Provost, who consulted the IHL policy regarding approval for university centers and institutes. The subcommittee then developed this revised AOP for procedures addressing center and non-research institutes internal to the university. After committee discussion, the revised policy was approved to be forwarded to the Deans Council for further consideration.

AOP 31.02 Legal Resident Policy

Butch Stokes presented suggested revisions of the policy in reference of the IHL policy for consistency of verbage in both policies. After further discussion, the revised document was approved with minor edits to be forwarded to the Deans Council for further consideration.

AOP 12.12 Credit, Grades, and Academic Standing

Butch Stokes presented suggested revisions of the policy to the committee. After committee discussion, the revised document was approved with minor edits of language clarification for the definition of credit hours to be added. The revised policy will be forwarded to the Deans Council for further consideration.

7. Other Business.

There was committee discussion of the Early Start Program that will begin in the summer of 2012 for incoming freshman students.

- There have been approximately 29% of the freshman admission applicants (an estimated 200 students) for 2012 that have checked an application box to indicate interest in participation of the program.
- Letters are being sent from the Provost's office to target students with ACT scores of 26 or above.
- The Early Start Program website is being updated to list the benefits of the program such as a discounted price for the tuition, meal plan, and housing package.

- Faculty have committed to teach course offerings from General Education courses.

Phil Bonfanti stated that two new websites have been launched.

- The Cost of Attendance on the Student Financial Aid website will calculate the average cost of attendance when data is entered.
- The Virtual Campus tours on the Office of Admissions and Scholarships home page website has walking tours of areas around campus.
- Any feedback on both websites is welcome.

The meeting was adjourned at 2:40 p.m.