

Deans Council Minutes
November 5, 2018
1:30 PM
Presidents Conference Room, Lee Hall

Members Present: Judy Bonner, Richard Blackburn, Angi Bourgeois, Frances Coleman, Terry Dale Cruse, Kent Hoblet, George Hopper, Mary Ann Jones, Jason Keith, Sharon Oswald, Chris Snyder, Rick Travis, Charles Provine

Others Present: Tim Chamblee, John Dickerson, Joan Lucas, Steve Parrott, Susan Seal, Judy Spencer

Minutes Taken By: Dinah Jenkins

- I. Provost Judy Bonner called the meeting to order and asked for a motion to approve the minutes of the August 6, 2018, Council meeting. Frances Coleman moved to approve and Sharon Oswald gave the second. The August 6, 2018 minutes were approved with no edits.

- II. Digital Measure Overview – Tracey Baham
 - 1) Digital Measures is a faculty productivity tool. Some have called a digital CV. Faculty can enter data and it will run reports.
 - 2) There are a number of standard reports. Colleges can develop customized tables such as for accreditation documents and much more.
 - 3) Works very well for the annual faculty review. This will only work if the faculty is inputting the information. Faculty members can access databases to pull their information.
 - 4) Ms. Baham logged into *mystate* and demonstrated going through the system. The discussion mainly hit the high points to show how to access Digital Measures, how to use the reports, and the availability of types of data.
 - 5) Deans Hopper and Oswald described their experiences with the Digital Measures as very positive. Dr. Hopper stated CALS and CFR began four years ago implementing using it for their annual review and the last two years it is required as a year was given to prepare.
 - 6) The advantage to the faculty member is they can add publication speeches and productivity throughout the year, upload it and it is done. It makes the reporting process is so much easier.
 - 7) Ms. Baham is available to provide training.

- III. Business Partnerships regarding Online Programs – Susan Seal
Business & Industry Marketing: Establishing Education
 - 1) Discussion at how we can build partnerships with businesses and at those that have tuition remission.
 - 2) Some employees are unable to use education benefits due to lack of High School diploma and were hesitant going back to school.
 - 3) Industries need a central point of contact to ease the process for themselves and their employees, as their HR office is not enough. Having a liaison with the university would be helpful.
 - 4) Relieving the employee of the financial burden of pursuing higher education.
 - 5) MSU Target are employees without high school diplomas who need bachelor's degree, entry-level employees who need a bachelor's degree and mid-level management who need a master's degree.
 - 6) We have an admissions and financial aid counselor for distance education.
 - 7) Additional offerings are Discounted Tuition, locked –in tuition, bill companies directly and assist in setting up tuition reimbursement program.

IV. Approval of AOP's – Tim Chamblee (for Peter Ryan)

1) AOP 12:12 – Credit and Grades

- a. Verbiage changes to which will keep in line with SACSCOC, how credits are accepted from non-U.S. institutions and delete reference to correspondence courses.

Dr. Hopper made a motion to approve and Dr. Oswald gave the second.

The motion passed with none opposed.

2) AOP 13.24 – Annual Faculty Review Process

- a. Add to the signature that department head or appropriate supervisor will review.
- b. Mary Ann Jones stated Faculty Senate would like some type of list of those required to sign which could be stated in the document and not with signature lines.
- c. Joan Lucas stated that Legal requests while the faculty member can request another review, there is not a place where the Dean or supervisor could comment or disagree with the department heads review; suggests adding a place for their signature and additional comments.
- d. Discussion regarding Deans reviewing all annual review packets.
- e. Faculty Senate is looking into making it optional to include the Annual Reviews to the P&T committee. It was noted that according to the Faculty Handbook, all pertinent material is to be made available.
- f. In regards to P&T, Dr. Sharon Oswald questioned a tenured faculty member that has been here many years and wanted to go up for full professor as to which guidelines were to be followed. Would they go back to the document/guidelines from when they were first hired or to the current one. Dr. Hopper answered it was the current document only. Mary Ann Jones added that the faculty handbook states it is the current document.
- g. Dr. Bonner requested tabling the AOP and form a committee to review the additions, changes and concerns.
- h. Committee for the Faculty Review document:

Joan Lucas, Sharon Oswald, Angie Bourgeois, Mary Ann Jones

Dr. Richard Blackburn gave a motion to table and Dr. Angie Bourgeois gave the second.

The motion was tabled.

V. Other Business

- Steve Parrott stated coming up the next Monday courses would be available to faculty members in Canvas. For fall and spring instructors of record, there are 1,687 unique instructors. As of the meeting today, 493 have been trained but 1,194 instructors still must be trained. Stated there are still instructors that do not know that there will be no academic courses in Blackboard in the spring semester. The Deans requested the list of those not trained. Dr. Bonner stated faculty needed to encourage students to sign up for DUO. Dr. Seal stated online faculty would be receiving training online to complete.

Dismissed at 2:44 PM