

## **11/4/11 Administrative Council Meeting Minutes**

**In attendance:** Dr. Sheila Adams represented by Mary Jo Kirkpatrick, Dr. Brian Anderson represented by Dr. Scott Tollison, Allegra Brigham, Kate Brown, Lesia Bryant, Dr. Gloria Bunnell, Dr. E.E. Caston, Cassie Derden, Melanie Freeman, Gail Gunter, Jessica Harpole, Dr. Marty Hatton, Dr. Sue Jolly-Smith, Larry Jones, Kennedy Meaders, Nora Miller, Anika Perkins, Tammy Prather, Lana Robinson, Perry Sansing, Lindsey Shelnut represented by Larry Stone, Susan Sobley, Andrea Stevens represented by Angela Ferraez, and Dr. William Stewart.

**Absent:** Angie Atkins, Menuka Ban, Lucy Betcher, Dewey Blansett, Dr. Marty Brock, Roger Busby, Dr. Phillip Cockrell, Bryant Cook, James Denney, Dave Haffly, Dr. Jennifer Miles, Dan Miller, Sirena Parker, Dr. Tom Richardson, Mary Margaret Roberts, Kimberly Taylor-Gathings, Dr. Tom Velek, and Leander Williams.

Allegra Brigham called the meeting to order.

### **Minutes** -

Following a motion by Perry Sansing and a second by Dr. Gloria Bunnell, the minutes from the October 2011 meeting were approved.

### **University Updates** –

Ms. Brigham said Administrative Council will try a new approach to the meetings. Instead of giving verbal updates from all areas, most of the updates and announcements will be presented in written format and passed out at the meetings. This will allow more time for discussion of critical issues.

Ms. Brigham called on Dr. Sue Jolly-Smith to give an update on the presidential search. Dr. Jolly-Smith said she is confident a new president will be in place in January. The Campus Interview Committee of seven individuals that represents the various campus constituents helped the IHL Board interview eight candidates. She said the campus group has been very much a part of the process by providing feedback, and she is pleased with the great pool of candidates MUW has attracted for the presidency. The Board has narrowed the finalists down and will conduct a second round of interviews to take place this month. That will be followed by an announcement of the preferred candidate who will be brought to campus.

Ms. Brigham stressed how important it will be to give a warm welcome to this person. There needs to be a big crowd to support this person at the press conference. This should be an exciting time, not a time of fear because of change. Change means progress.

Ms. Brigham then called on Lesia Bryant to give an internal audit update. Ms. Bryant said IHL has told the internal auditors to do course audits of the past two academic years and to make this a priority. It is likely that this information will impact the funding formula. They are mainly focusing on credit hours, but they also may look at retention and graduation rates. She hopes to finish the audit in the next month.

Ms. Brigham noted that the Mississippi Economic Council has produced a document called Blueprint Mississippi. Hearin and the Barksdale group both have endorsed the document and are backing it financially. The document focuses on having better teachers and producing better educated students. There will be pressure on higher education, and it is possible funding will be effected. She and the other IHL presidents met yesterday with Hearin who is a big donor for MUW, and Hearin asked that everything tie in with Blueprint Mississippi.

Paccar has given money to MSU and EMCC, but not to MUW. MUW needs to work on ways to partner with Paccar.

**Faculty Senate Update** -

Dr. Bunnell said Faculty Senate has finished a report concerning December graduation, and it is out for faculty review. The Course Evaluation Committee has met, and the report should be ready in January.

**Staff Council Update** -

Jessica Harpole reported that Staff Council is taking nominations for Staff Member of the Quarter until November 14 and that the Staff Holiday Meeting is set for December 13. The Salvation Army Toy Drive will be held again this year.

**SGA Update** –

No report.

**Academic Calendar** –

Tammy Prather said the Early Alert System could not be as effective as it could be under the current calendar, so that is the reason for the proposed changes. She asked if there are any questions or suggestions to please direct them to her.

**Focus Topic – Education Technology Committee Report** –

Dr. E.E. Caston announced that an Education Technology Committee has recently been established to work on technology as related to academic programs. The committee is chaired by Larry Jones.

Mr. Jones said other members of the committee are Dr. Jolly-Smith, Dr. Marty Brock, Dr. Tammy McCoy, Tammy Prather, Ivey Ivy, Bobby Fugitt, Dr. Rita Hinton and James Denney. The committee met last week to begin discussions on whether there should be a separate department for technology in academics or if it should fall under ITS. The university is adding new technology all the time, and it is important to make sure it can be supported. He hopes the group will be able to get together soon and have a draft report ready in a few weeks.

Ms. Brigham noted that the younger generation is so technologically advanced that our methods of instruction have to change to keep their attention and meet their needs. To get

where we want to go, our faculty need to have the necessary skills. There needs to be professional development sessions.

Dr. Bunnell added that in one of her classes, three of the five students' technology presentations couldn't be supported in the smart classroom.

Dr. Jolly-Smith said there needs to be a confidence level that faculty know how to use the equipment and that it will work.

Dr. Caston believes faculty would support professional development in technology. We are at a readiness now.

Nora Miller added that the training sessions should be held on campus so staff also can participate.

Dr. Caston said we do not have the resources to do all we need in terms of technology at one time. We need to prioritize and put it into a 3-year timeline.

Anika Perkins suggested the plan include social media.

Ms. Brigham pointed out that technology is involved in everything we do, such as the announcement of the new president. There will be a webcast of the announcement and a link to a message from the new president.

**Policies** –

Following a motion by Ms. Miller and a second by Dr. Jolly-Smith, the Administrative Council voted to accept New Policy (Retention Committee), PS 3506 (Academic Advising Corp), and PS 5301 (Guidelines for Dealing with AIDS) into the review process. It was decided that PS 3516 (Honors College Committee) did not need to go through the review process since the only change is a non-substantive change.