

Deans Council Minutes
February 4, 2013
1:30 PM
611 Allen

Members Present: Jerry Gilbert (chair), Terry Jayroe (for Richard Blackburn), Steven Brown, Tim Chamblee, Stephen Cunetto (for Frances Coleman), Lou D'Abramo, John Dickerson, Greg Dunaway, Jerry Emison, Kent Hoblet, Julia Hodges, George Hopper, Joan Lucas, Kevin Rogers (for Sharon Oswald), Mike Rackley, Sarah Rajala, Peter Ryan, Chris Snyder, Jim West, Shelby Balius (for Park Wynn).

Others Present: Teresa Gammill, James Orr, Scott Roberts, Judy Spencer, Steve Taylor.

Minutes Taken By: Martha Thomas.

1. Upon a motion by George Hopper and second by Jim West, the minutes of the January 7, 2013, meeting were approved unanimously with no corrections.
2. Announcements:
 - a. Jerry Gilbert welcomed John Dickerson to the Deans Council.
 - b. Dr. Gilbert stated that he spoke with President Keenum regarding the suggested edits to the "4.0" student recognition. It was decided that undergraduate students with all A grades (including those in the original taking of a course) would be referred to Stephen D. Lee Scholars. Grade point average will not be referred to.
 - c. Dr. Gilbert discussed the recent memo outlining enrollment targets for each of the colleges. There will be no negative consequence of not meeting the target goal. Dr. Gilbert discussed a recent contact he made with a potential incoming student and her parent.
 - d. There was discussion regarding the Academic Insight events including areas to improve upon. Dr. Gilbert indicated that he would ask Phil Bonfanti to provide tips and pointers to the deans who have not yet held their Academic Insight events.
 - e. Dr. Gilbert invited the Deans Council to consider attending the Women of Color Summit on Friday, February 8, which will feature alumna Sharon Eubanks as keynote speaker.
3. Academic Operating Policies:
 - a. AOP 12.07: Student Honor Code:
 - i. Peter Ryan, Scott Roberts, and James Orr discussed the two options presented pertaining to the Student Honor Code:
 1. Option 1 prohibits graduate students or CVM professional students from having an assistantship or tuition waiver during an academic misconduct probationary semester. These students would also not be allowed to submit or defend a thesis/dissertation or take preliminary/comprehensive exams during this time.
 2. Option 2 prohibits graduate students or CVM professional students from being allowed to submit or defend a thesis/dissertation or take preliminary/comprehensive exams during an academic misconduct probationary semester.

3. Dr. Roberts indicated that these sanctions would be in addition to any other sanction received (XF or otherwise).
 - ii. Sarah Rajala indicated that her college would support Option 2 but is opposed to Option 1. She stated that there is a significant impact of withdrawing funding from a graduate student, that this would be essentially kicking them out of the university. If Option 1 included the option (as opposed to the absolute) to withdraw an assistantship or tuition waiver, the Bagley College of Engineering may support this option. Dr. Rajala stated that she believed faculty may not report academic dishonesty if they believed their students would lose funding.
 - iii. Dr. Orr stated that at other universities with similar sanctions, they have had a decrease in the number of cases brought forward to the Honor Council or the Honor Council will not find the student liable (to avoid giving the sanction of losing funding).
 - iv. Kent Hoblet called attention to National Board exams and asked how this would relate to the various options.
 - v. Greg Dunaway stated that he believed Option 2 would penalize the department as the student would receive funding but be unable to proceed towards degree completion during the academic misconduct probationary semester.
 - vi. Terry Jayroe and Kevin Rogers indicated that Option 2 would be preferred.
 - vii. Dr. Roberts indicated that departments can opt to dismiss students who have been found to have been responsible for academic misconduct, as long as there is a written policy to do so. Joan Lucas stated that there would need to be a defined policy, in writing, that was applied fairly and evenly.
 - viii. There was discussion about international students and how it may be difficult to fully understand academic honesty/misconduct in a short period of time.
 - ix. Lou D'Abramo stated that he was uncomfortable having graduated students with XF grades on their record. There was a suggestion that language be added to the Graduate School Handbook to prohibit this from occurring.
 - x. There was discussion regarding there being a need for a firm rule stating that graduate students who make a D or F in any class be dismissed from the Graduate School.
 - xi. Dr. Gilbert asked that there be language added to the AOP to be sure it covers the National Board testing of the College of Veterinary Medicine. The AOP would be discussed at a later meeting.
 - b. AOP 12.09: Class Attendance and Reporting Absences:
 - i. Dr. Ryan discussed the changes made to the AOP to clarify whether certain items should be "must" or "could."
 - ii. **Upon a motion by Dr. Ryan and second by George Hopper, the AOP was approved unanimously with no further edits.**
4. Operating Policies:
 - a. OP 01.17: Formal Distance Education:

- i. Dr. Ryan explained that this policy underwent a major rewrite to reflect the changes made in the Center for Distance Education.
 - ii. Dr. Rajala indicated that she appreciated everything done to this OP. Dr. Rajala asked what the phrase “academic distinctions” referred to. She recommended striking the first sentence of the first bullet of item 5. Steve Taylor indicated that this was SACE-related.
 - iii. Dr. Ryan stated that it was important to convey the relationship between on-campus classes and distance learning – that they should be equivalent.
 - iv. Steve Brown asked for clarification on “identify the population” – by which parameter(s) should populations be identified? Dr. Taylor stated that this was left purposefully vague per the UCCC guidelines. Dr. Gilbert stated that the intent is to prove demand for the program or course. There was a suggestion that “population” be changed to “demand” or “need.”
 - v. Jerry Emison stated that he finds it interesting that this policy is being presented as an OP rather than an AOP as distance education is a major delivery method of academics at the university. Tim Chamblee stated that the OP was out of date and that an updated policy needs to be sent to SACS in September; however, an AOP would not be able to be approved in time.
 - vi. Dr. Gilbert suggested that an AOP be worked on so that the OP can be replaced with the AOP as quickly as possible.
 - vii. Ms. Lucas expressed concern that the following statement would prohibit MSU from discontinuing programs as needed: “Once implemented, the academic units and MSU commit to ongoing financial and technical support, and to assure that all admitted students will have an appropriate timeframe to satisfy the program requirements.”
 1. Dr. Gilbert stated that this is the current practice at MSU – committing to taking currently enrolled students to the end of the program before ceasing offering the program. He suggested adding “within a reasonable timeframe.”
 2. Dr. Brown stated that distance learning programs may take longer to complete than face-to-face programs. He asked how long can a program be kept functioning in order to graduate students.
 - viii. **The Deans Council endorsed the OP as written.**
 - ix. Dr. Gilbert asked that Dr. Taylor proceed with working on an AOP.
5. AOP 00.00: Additional Course Fees:
- a. Dr. Ryan stated that the vice presidents requested that there be an AOP to provide formal guidelines as to how requests for additional course fees be considered for approval. In the fall of 2009, a committee was created for the purpose of reviewing these requests. Dr. Ryan stated that additional course fees should be used to enhance the learning experience above and beyond that which is normally covered by tuition.
 - b. **Dr. Ryan made a motion that the AOP be approved as written. Dr. D’Abramo seconded the motion.**
 - i. Discussion:

1. There was discussion regarding whether additional course fees could be used to cover wages for laboratories to be open outside of regular business hours. Dr. Ryan stated that this is typically not allowed. There was discussion of alternative solutions to funding wages for this purpose.
2. Dr. Dunaway asked whether the requests for additional course fees have to be submitted at a particular time. Dr. Ryan answered that they must be submitted prior to the pre-registration period in the semester prior to the requested implementation semester.

ii. **The motion was approved with two opposed.**

6. Other Items:

- a. Dr. Dickerson stated that the first communication regarding graduation applications was sent to students. Dr. Dickerson asked that the Deans remind their departments about textbook adoption for the fall 2013 semester.
- b. Shelby Balius stated that she was encouraged by the discussion of the Student Honor Code policy and appreciated that a higher standard was being set for graduate students. She stated that she and the Graduate Student Association president have been in touch with Dr. Orr as the policy has been revised. Ms. Balius expressed appreciation for the AOP governing additional course fees and stated that she believed this would provide clear guidelines as to what fees would be allowable.
- c. Judy Spencer stated that the university is getting closer on its employee assistance plan whose purpose is to provide counseling to faculty and staff in crisis at no charge to the employee.
- d. Dr. Chamblee announced that the NSSE survey is being deployed to freshmen and seniors and asked that student participation be encouraged.