

Associate Deans Council
March 26, 2014
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Wes Ammon, Ray Berryhill, Thomas Bourgeois, Tim Chamblee, Karen Coats, Robert Cooper, John Dickerson, Walter Diehl, JoJo Dodd, Nancy Fultz, Becky Gardner, Julia Hodges, Eddie Mac Huddleston, Dinetta Karriem, Scott Maynard, Beth Miller, Marian Montgomery (for Steve Taylor), Elton Moore, Ian Munn, James Orr, Mike Rackley, Masoud Rais-Rohani, Kevin Rogers, Rick Travis, James Warnock, Scott Willard.

Guests: Jane Kinard, Sonja Beavers.

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

1. Consideration of the minutes.

Scott Maynard made the motion and Kevin Rogers seconded to approve the minutes of March 12, 2014. The motion was approved unanimously.

2. Announcements.

- Peter Ryan reported on a new sustainable program which would provide waivers for international undergraduate and graduate students. He introduced Jane Kinard and Sonja Beavers from the Office of Controller and Treasurer who were present to answer any questions in reference to the coding and reporting of the students in Banner.
 - The program is intended to promote and/or encourage units to develop new agreements as well as increase international student enrollment. There will still be case by case provisions. This program will be implemented for new students only (no retroactive waivers).
 - Jane Kinard noted that this would be a non-resident tuition waiver and an exempt code will be set up for colleges. She provided examples of reports that can be created based on the college exempt code.
 - Colleges will need to identify the students and contact the Provost office who will address the facilitation of awarding the waiver to eligible students. Dr. Jon Rezek, Director of the International Institute can also assist with the process.
 - A total of 40 students per college can receive the waiver at any given time annually as long as the program exists.
 - After discussion, Peter Ryan will meet with the Provost to clarify if the waiver should apply to existing or new agreements. There was also a need to clarify the language to identify the students and/or differentiate (from scholarships, fellowships, etc.) for reporting purposes.
- Peter Ryan discussed the intent for the pre-registration of nine (9) hours for incoming freshmen. Students are to be introduced to logging in for registration using the RAC number, learn Banner, and have some degree of advising. He noted that some departments are giving students full schedules without the need for students to interface with an advisor or log in to register for classes.
- Peter Ryan announced the upcoming new faculty program to be held on March 27 and asked that new faculty members are encouraged to attend. After a request for notice of events, the associate deans will be sent a schedule of upcoming events and/or copied with email notices to new faculty. He expressed wishes for a speedy recovery to Linda Morse who was home recuperating from a broken ankle and recent surgery.
- Peter Ryan stated that the Freshman Convocation Committee are in the process of finalizing the event's program and are researching possible coins with the appropriate language on the coin for the August 19 event.
- The 2014 Faculty Awards and Recognition Reception will be held on May 1, 2014 at 2:00 p.m. in the John Grisham Room of Mitchell Memorial Library.

- Tim Chamblee reported on the request from the SACS accreditation team for a new (broad) set of faculty evaluation documents to include instructor, tenure-track faculty, research or clinical, etc. that would show different types of faculty per college.
- Scott Maynard reported that there are 64 districts participating in the April Education Interview Day (EID).
- Ray Berryhill announced the MSU Faculty Football Day for faculty members and families to be held on Tuesday, April 8 beginning at 4:30 p.m. The event will begin with a tour of the Leo Seal Football Complex followed by football practice at the practice field.

3. Chair's Report - None

5. AOPs

AOP 11.11 Auditing a Class

There was a recommendation from the Registrar's office to amend the second and third sentence in the Policy/Procedure paragraph to read – *by the last day to add a course in the semester*. Walter Diehl discussed the need for the Graduate School's input when a graduate student requests to audit a class in their discipline. The policy with suggested edits was approved to be forwarded to the Deans Council for further consideration.

AOP 12.02 Withdrawal from the University

John Dickerson provided a spreadsheet prepared by Tommy Parker which reviews the withdrawal activity by college, graduate school and non-degree programs for the past 12 semesters. Peter Ryan discussed the online process created for withdrawal from the university and stated that students were withdrawing without advising. After discussion, a subcommittee was formed for suggested edits to deal with issues with withdrawals, such as the student's financial aid, and the university's retention of students. The subcommittee members include: John Dickerson, Chair, Wes Ammon, Thomas Bourgeois, Karen Coats, Scott Willard, Rick Travis, Rodney Pearson, and an ITS representative.

6. New Business.

- Peter Ryan opened discussion for a request from the Student Association for college and departments to post electronic samples of syllabi. The students would be able to view the contents of a course which would be helpful, especially for undeclared students or students who may be thinking of changing majors. Students could review the contents of courses required for a specific major. He noted that other universities are already posting online syllabi. After discussion, Peter Ryan noted that Associate Deans should take back the request to faculty for feedback.
- Eddie Mac Huddleston introduced JoJo Dodd as the new Student Associate Chief Administrative Officer who will replace him as the SA representative on the Associate Deans Council for 2013-2014.

The meeting was adjourned at 2:25 p.m.