

Associate Deans Council
October 22, 2014
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Wes Ammon, Jeremy Baham, Ray Berryhill, Tim Chamblee, Nancy Fultz, Becky Gardner, Terry Jayroe, Mitzy Johnson, Rebecca Long, Ron McLaughlin, Pat Matthes, Scott Maynard, Elton Moore, Linda Morse, Gail Peyton, Julia Porter, Mike Rackley, Masoud Rais-Rohani, Andrew Rendon, Kevin Rogers, Steve Taylor, Rick Travis, James Warnock, Scott Willard.

Guest: Michael Busby, Lisa Holloway, Joan Lucas.

Peter Ryan called the meeting to order at 1:30 p.m. in 4004 Lee Hall.

1. Consideration of the minutes.

Rebecca Long made the motion and Rick Travis seconded to approve the minutes of September 24, 2014. The motion was approved unanimously.

- Peter Ryan announced Fall Break for students and faculty will be October 24-25, 2014.

2. State Authorization.

Joan Lucas, Michael Busby, and Steve Taylor presented information to the Associate Deans Council on the topic of State Authorization for compliance in distance and other off campus programs.

- The Office of General Counsel and the Center for Distance Education are working together to gain authorization in states with MSU students enrolled. If any state deems an institution not in compliance, fines can be levied per violation. The key questions involve whether Mississippi State University is required to seek authorization in another state, and what must MSU do to become authorized in that state.
- MSU will not enroll distance students from the state of Minnesota due to the high cost per program.
- A request has been sent to deans, department heads, and directors requesting information about physical presence of MSU students in other states. Examples of out of state activities should include any face-face requirements of distance programs; student internships, externships, field experience, co-op, or clinical practicum organized by MSU or student; and organized out-of-state recruiting. Information should be forwarded to Michael Busby, Manager of the Center for Distance Education.

3. Academic Integrity Week.

Andrew Rendon reported on the events scheduled during the week of October 27 – 31, 2014 and stated his appreciation for the continued support in promoting the importance of academic integrity and the honor code. The week will start with information tables on the drill field. There will be multiple program events in partnership with several organizations and units across campus.

4. FERPA Release and Parent Portal.

Mike Rackley reported on the work for providing an effective means of granting parent access to student information. He presented a demonstration of the online process.

- The FERPA Release and Parent Portal process have been combined for granting access to student records. This new online process will replace the current paper forms.
- There are approximately 7000 students who currently have one or more paper form releases in effect which will be carried forward to Banner. The process will be initiated by the student to grant access and will require named persons to accept the terms (approved by General Counsel) and provide information for verification. Information will be sent or given with instructions for logging into Banner, creating a password and accepting the terms in regards to FERPA law.
- The process is anticipated to go live within the next few weeks.

5. Chair's Report – none

6. AOP 12.31 Freshman Course Loads

After discussion, the recommendation to merge the AOP 12.31 with AOP 12.22(Undergraduate Student Course Load) was approved. The modifications to AOP 12.22 -Policy/Procedure # 1 – *may be limited by his/her academic advisor to an enrollment of 16 credit hours* - and adding the revised contents of AOP 12.31 as item # 5 -*Entering Freshmen students who do not meet the full admission requirements(i.e. Contingent Admission (see AOP 12.29 – Undergraduate Entrance Requirements) at Mississippi State University should be required to take appropriate developmental and/or learning skills courses as determined by ACT sub-scores within the first two semester of enrollment* – and the recommendation to rescind AOP 12.31 were approved to move forward to the Deans Council for further consideration.

7. Other Business.

- Jeremy Baham invited MSU police officers Kyle Kelly and Patrick Jenkins in to introduce one of two of the new canine officers to the Associate Deans Council. These dogs (canine officers) are highly trained and will be valuable to the university and community.
- Masoud Rais-Rohani reported on the Cowbell Challenge Competition to be held on the Drill Field on Friday, November 7. The creations will be judged on functionality and creativity.
- Scott Maynard reported on the Graduate/ Professional Career Day to be held on November 4, 2014.
- Rick Travis stated kudos to the Geoscience department in reference to the article in *Sports Illustrated*.
- Gail Peyton reported on the Mitchell Memorial Library's ongoing events and initiatives for students and faculty.

The meeting was adjourned at 3:00 p.m.