

Associate Deans Council
September 24, 2014
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Wes Ammon, Jeremy Baham, Ray Berryhill, Tim Chamblee, John Dickerson, JoJo Dodd, Nancy Fultz, Becky Gardner, Terry Jayroe, Mitzy Johnson, Dinette Karriem, Rebecca Long, Ron McLaughlin, Elton Moore, Linda Morse, Ian Munn, Mike Rackley, Masoud Rais-Rohani, Andrew Rendon, Kevin Rogers, Steve Taylor, Rick Travis, James Warnock, Scott Willard.

Guest: Kevin Edelblute, Jane Kinard, Jonathan Tucker, Jennifer Easley.

Peter Ryan called the meeting to order at 12:30 p.m. in 4004 Lee Hall.

1. Consideration of the minutes.

Kevin Rogers made the motion and Elton Moore seconded to approve the minutes of September 10, 2014. The motion was approved unanimously.

2. Announcements.

- Peter Ryan reported on the planning for next year's Freshman Convocation. He noted that the committee has met and discussed specific issues such as the date which will probably remain on the first Tuesday of the fall semester. The time of the event is still to be determined as well as the value of a reception and/or its location. Committee members are looking into the best time for the convocation with the least amount of impact on student classes. The committee would appreciate any feedback from faculty and/or students.
- Peter Ryan reminded all that additional course fees need approval before pre-registration in order for students to be aware of any additional costs. He also noted that advisor or program coordinator approval is needed in order for students to qualify for co-op or internships.
- Tim Chamblee reported on the videos developed for this year's freshmen and stated that out of the 3000 freshman student enrolled in the fall term, only 99 have watched the complete series of videos. An additional 164 freshman students have watched the first video only. He asked for assistance to encourage students to complete the series of videos. The videos are now available for all MSU students, faculty or staff to view.
- John Dickerson reminded all of the training for withdrawal approvals to be held on September 25 & October 1 at 3:30 p.m. in Garner Hall.
- John Dickerson discussed the add/drop process and the review of other sister institutions policies due to a request from the Student Association to extend the days for dropping a course. A recommendation to extend the drop day (for a W grade) to give students and faculty more time for grading opportunities will be discussed later in the meeting for revisions to AOP 12.01 Add/Drop Policy.

3. Tuition Remission Benefits for GRA/ eDebt Statements

Kevin Edelblute, Controller & Treasurer was present to give updates on several projects. He introduced staff members Jane Kinard, Jonathan Tucker, and Jennifer Easley.

- Tuition Remission for Graduate Research Assistants.
Federal regulations are very specific regarding how expenditures are to be treated, so due to a compliance issue at the university, effective fall 2015, all graduate research assistants (GRAs) will have the 100% tuition rate waived. Since 80-90% of the GRAs' salaries are already budgeted within grants, the full tuition rate will be charged in budgets for the remaining GRAs in order to be consistent. Graduate Teaching Assistants and Graduate Service Assistants will remain at the 71% tuition rate waiver. Departments or units should be aware that re-budgeting may be needed for the new tuition policy.
- eDebt Statements.
The Office of Controller & Treasurer has been working with General Counsel to draft a terms and condition statement to present to any students with an outstanding balance to make them aware of

their responsibility. The terms and conditions will fall under Mississippi law for any service charges if fees are not paid within a certain amount of time. The statement will be ready during the fall pre-registration for the spring 2015 semester.

4. Chair's Report – none

5. AOP 12.01 Academic Add/Drop Policy

After discussion of the revisions to extend the time for dropping a course from 30 to 36 days and summer school from 2 to 3 days, the revised policy was approved to forward to the Deans Council for further consideration.

AOP 12.16 Academic Suspension and Dismissal

After discussion, the policy was approved with suggested revisions to be forwarded to the Deans Council for further consideration.

6. Other Business.

- Terry Jayroe reported on the College of Education accreditation report submission.
- Becky Gardner announced the production of “Medea” to be presented on September 24 & 25 in the Griffis Hall courtyard beginning at 5:30 p.m.
- Ron McLaughlin reported on the upcoming accreditation visit to CVM in October. He also mentioned that the recent CVM event, Human Animal Bond Lecture Series was a great success.
- Mike Rackley reported on the ITS email system migration from GroupWise to Microsoft Outlook. There was also discussion of the pilot project for taking class attendance electronically. ID scanners have been placed in classrooms in Bowen, Dorman, and McCool Hall during the pilot project with plans to add to a few more rooms during the spring semester.
- Noel Addy reported on the Faculty Senate’s first semester regular monthly meeting that was held on Friday, September 12, 2014.
- John Dickerson announced that 350 students and 400 parents have registered for Scholars Day to be held on Monday, September 29. He also mentioned other upcoming recruiting events.
- James Warnock reported that there are 49 have registered for the ABET workshop to be held on Saturday, September 27, 2014 in the Union Ballroom.
- Rebecca Long announced that the Graduate School and the Center for Teaching and Learning will be hosting a mentoring workshop on Thursday, September 25 from 11:30 a.m. – 1:00 p.m.
- Ray Berryhill reported on the annual “Bully’s Book Blitz,” a reading program with the athletes and the Starkville Public Schools. The reading pep rally will be held on September 25.
- Steve Taylor reported on State Authorization for distance programs. He reminded all that no one from Minnesota can be admitted as a distance student and be sure to report any information of physical presence/activities of distance programs in other states.

The meeting was adjourned at 2:55 p.m.