

Associate Deans Council

April 22, 2015

Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Wes Ammon, Ray Berryhill, Thomas Bourgeois, Tim Chamblee, Diane Daniels, John Dickerson, Nancy Fultz, Becky Gardner, Greg Hall, Rebecca Long, Ron McLaughlin, Pat Matthes, Scott Maynard, Elton Moore, Linda Morse, Ian Munn, Sunny Patel, Gail Peyton, Mike Rackley, Masoud Rais-Rohani, Kevin Rogers, Steve Taylor, Rick Travis, Scott Willard.

Guests: Mary Heazel, Deborah Lee, Paul McKinney.

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

1. Consideration of the minutes.

Rebecca Long made the motion and Kevin Rogers seconded to approve the minutes of April 8, 2015. The motion was approved unanimously.

2. Announcements.

- Peter Ryan reported on the Vice President for Student Affairs candidate interviews and encouraged all to attend the open forum for the fourth candidate to be held on April 23, 2015.
- Peter Ryan announced several upcoming events and encouraged attendance:
 - The Faculty Awards and Recognition Reception will be held on April 28, 2015 on the 4th floor of the Swalm building beginning at 2:00 p.m.
 - The Kinsey Collection exhibit of authentic and rare art and artifacts, books and documents that tell the untold story of African American achievements will be housed in the Grisham Room of the Mitchell Memorial Library through June, 2015.
 - The New Faculty End of Year Social will be held on Friday, April 24, 2015 at the Three Generations Tea Room, Jackson Street, Starkville beginning at 6:30 p.m.

3. Maroon & Write QEP

- Deborah Lee was present to provide an update on the Maroon & Write QEP. She provided a handout with 2014-2015 ETS Proficiency Profile results comparing students who had been in a QEP class with a sample of students who had not.
- The program's first year of projects are finishing having worked with faculty and the Center for Teaching and Learning. This will be the third summer for the Maroon Institute for Writing Excellence (MIWE) which will have twelve faculty members from five colleges.
- The QEP classes have had good feedback but there is still a need for faculty development to implement writing activities in the classroom. Co-directors, Deborah Lee and Ann Spurlock welcome the opportunity to speak to departments or groups across campus on strategies for writing. They are also always looking for senior writing samples. The QEP will again be sponsoring the Maroon Edition essay contest in the fall.
- The goal of the Maroon and Write program is to improve and encourage undergraduate writing.

4. Financial Aid/ Title IV/ Absence Reporting

Paul McKinney and Mary Heazel from Student Financial Aid were present to discuss the Title IV financial aid program and the importance of student absence reporting.

- Student Financial Aid awards and disperses financial aid and if a student receiving federal financial aid under the Title IV funding leaves the university those funds have to be prorated and returned within a certain time period. Required reports are created after grades are posted which requires the last day of student attendance and reason for F grades. However, if either is not reported by the faculty, the data has to be manually tracked, thus causing more of a delay in the process. A late reporting and/or refund to the federal government could impact the university's eligibility to receive Title IV federal funding.
- Faculty should always complete the reason for an F grade by using the drop down menu with the four choices in Banner: Code F1 – Never attended class or completed any academic work; Code F2 – Quit class or ceased academic work - last date unknown; Code F3 – Last date attended – last academic work known. **Enter last date**; or Code F4 – Completed course – receiving grade of F.
- There was further discussion of ways for better participation and/or requirement of faculty to input attendance data, more classroom scanners for accuracy of student attendance, and the student success program. Peter Ryan noted that the issue can be revisited at a later meeting, and he encouraged the discussion to continue at the college level to be shared with departments and faculty.
- Paul McKinney also welcomed the opportunity to visit and discuss the importance of attendance reporting to colleges or departments.

5. Chair's Report

Diane Daniels gave a brief overview of her request from IHL for a survey regarding policies on intermediate courses. The majority used the vagueness of the guidelines to do what is best for the students. The subcommittee will continue to review data from freshman students to provide a recommendation.

6. AOPs - none

7. Other Business.

- Thomas Bourgeois announced that MSU has again partnered with the Mississippi Institutions of Higher Learning to host the Legal Issues Conference at MSU on April 20 – May 1, 2015. He discussed speakers and session topics throughout conference and encouraged attendance.
- Scott Willard announced the 2015 Cotton Summit to be held on campus beginning Wednesday, April 22. The program is hosted by the School of Human Sciences.
- Ron McLaughlin reported on the recent CVM Open House with over 2000 visitors. He stated that the College of Veterinary Medicine has received the notification of recertification.

- John Dickerson asked that deadlines for course substitutions be made by May 1. He stated that the Registrar's office is preparing for the commencement ceremonies on May 8th & 9th. The Transfer Phi Theta Kappa Orientation session is scheduled for Monday, April 27.
- Scott Maynard reported on the visit from the Mississippi Department of Environment Quality and discussed issues with specific majors not being considered by the State Personnel Board.
- Gail Peyton reported on road closings after graduation so that construction can begin on the Mitchell Memorial Library 4th floor expansion which will take an expected 16 – 18 month. The Kinsey Collection exhibit will close on June 19, 2015 and she encouraged participation from campus groups.
- Becky Gardner announced the 2015 Undergraduate Research Symposium to be held on April 23, 2015 in Griffis Hall. The symposium is open to honors and non-honors students.
- Masoud Rais-Rohani reported on the recent Bagley College of Engineering Distinguished Fellows awardees, the Hall of Fame inductees and the upcoming Publication Award.
- Rebecca Long reported on increased graduate applications, admissions and GPA averages.
- Linda Morse announced the Rabideau Lecture to be held on April 23 featuring speaker, Robert Wolverton, Sr.
- New Faculty Orientation will be held on Tuesday, August 11, 2015.
- Steve Taylor stated that the Center for Distance Education has enrolled the second oldest MSU student.
- Greg Hall reported on the recent visit from the Mississippi State Board of Contractors and a group of delegates from the Kenyan government. He also stated that the MSU College of Architecture, Art, and Design will host an alumni reunion and reception on May 14, 2015 in Atlanta, GA.

The meeting was adjourned at 2:45 p.m.