

**Associate Deans Council**  
**June 10, 2015**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Wes Ammon, Caragh Boyles, Rita Burrell, Tim Chamblee, Cody Coyne, Diane Daniels, John Dickerson, Becky Gardner, Greg Hall, Julia Hodges, Rebecca Long, Pat Matthes, Linda Morse, Ian Munn, Sunny Patel, Gail Peyton, Mike Rackley, Kevin Rogers, Steve Taylor, Rick Travis, James Warnock, Scott Willard.

**Guests:** Rodney Pearson.

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 Rebecca Long seconded to approve the minutes of May 13, 2015. The motion was approved unanimously.

**2. Announcements.**

- Peter Ryan announced that the June 24 scheduled Associate Deans Council meeting will be cancelled.
- Peter Ryan encouraged attendance at the Kinsey Collection before the exhibit closes on June 20, 2015.
- Peter Ryan acknowledged Steve Taylor and Elton Moore's retirement at the end of June and expressed his sincere gratitude for their service at MSU.
- John Dickerson discussed the letters that are being sent from the Registrar's office to students for requirements if their ACT scores are lower than required.
- Peter Ryan discussed the recommendation that remedial course grades be included in a student's GPA, but not counted toward a degree. After discussion, he asked for a volunteer subcommittee to research the advantages of remedial grade inclusion in the GPA calculation. Subcommittee members, Greg Hall, Rick Travis, Linda Morse, Wes Ammon, and Diane Daniels, will meet to make a recommendation.
- There was also discussion regarding a parent suggestion that the parent portal in Banner have access to the student's meal plan. The issue is being considered by the Vice President of Student Affairs and ITS is reviewing the possibility of access.
- Peter Ryan announced New Faculty Orientation will be held on Tuesday, August 11, 2015 at the Mill Conference Center. He noted mandatory attendance at a new faculty orientation session for full-time instructors, tenured and tenure-track faculty or alternate arrangements made through the Center for Teaching and Learning. He also encouraged other non-tenure track faculty to participate an orientation session. There will also be a President's Reception held on Wednesday evening, August 13, 2015 for new faculty members and their spouse/guest. Any suggestions for improvement of the orientation program are welcomed.

**3. Chair's Report - none**

**4. AOPs.**

AOP 12.01 Academic Add/Drop Policy

- Edits to Policy/Procedure- Regular Session A. Add/Drop without penalty – A student has through the fifth day (by 5:00 p.m.) into the semester to drop a course and to the

sixth class day (by 8:00 a.m.) to add a course without being assessed a fee or academic penalty.

- Rodney Pearson discussed data for student success efforts – retention rates and graduation rates and the importance of a student attending class and missing no more than three classes.
- After further discussion, Ian Munn made the motion and Julia Hodges seconded to approve the edits to the policy and move forward to the Deans Council for further consideration.

#### AOP 12.04 Final Examination Policy

- After discussion, the edits to the policy were approved to move forward to the Deans Council for further consideration.

#### AOP 12.09 Class Attendance and Reporting Absences

- The policy was reviewed again with suggestion to include language regarding attendance of online classes.
- After discussion, clarification will be needed from General Counsel for appropriate wording regarding who constitutes immediate family members. The policy was approved after clarification to be moved to the Deans Council for further consideration.

#### AOP 34.01 Special Teaching Program

- The policy had previously been recommended for rescission but was brought back to review with the proposed MSU Extension policies (OPs) to govern continuing education.

#### AOP 10.08 Classroom Regulations

- Due to lack of time for review, the policy will be reviewed at the next meeting.
- Tim Chamblee noted that the council should think about edits to the policy to deal with the issue of parents requesting to sit in on classes with students.

### **5. Other Business.**

- John Dickerson stated that due to the increase in freshman enrollment, advisors should pre-schedule students as soon as possible in order to determine any adjustments that may be needed for class scheduling and/or seating availability.

The meeting was adjourned at 1:50 p.m.