

Associate Deans Council
December 9, 2015
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Tim Chamblee, John Dickerson, Nancy Fultz, Becky Gardner, Greg Hall, Christine Jackson, Terry Jayroe, Cassandra Latimer (for Scott Maynard), Rebecca Long, Ron McLaughlin, Pat Matthes, Linda Morse, Ian Munn, Sunny Patel, Gail Peyton, Mike Rackley, Lynn Reinschmiedt, Kari Reeves, Kevin Rogers, Rick Travis, Emily Shaw (for Scott Willard).

Guests: Mary Heazel, Paul McKinney

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 October 14, 2015. The motion was approved with one abstention.

2. Announcements

- Peter Ryan announced that Commencement ceremonies will be held on Friday, December 11, 2015. He encouraged faculty participation. John Dickerson remarked on a few minor changes during the ceremony – the Stephen D. Lee 4.0 GPA scholars will have a standing only recognition to save time. He noted that there is a total of 73 Ph.D. students registered to participate in Friday's ceremony. Peter Ryan reported on an issue that happened during the last spring ceremony when students were leaving after receiving their recognition and handshakes. He asked for assistance to encourage students to return to their seats and not leave until the end of the ceremony.
- Peter Ryan announced that final grades are due on Monday, December 14 at 12noon and noted the importance of keying grades before the deadline date/time.
- There will be a retirement reception for Provost Jerry Gilbert today, December 9 beginning at 2:00p.m. in the Foster Ballroom, Union.
- MSU will host an open public forum to give the community an opportunity to review the university's Hazard Mitigation Plan. The event will be held on Monday, December 14, 2016 from 5 – 7 p.m. in the Rogers Auditorium, McCool Hall. For more information contact Jeremy Baham, Associate Dean of Students.
- Peter Ryan reported on the recent SACSCOC conference and discussed possible violation of the consortium agreement or contract. If part of an academic program occurs elsewhere but the student receives credit toward a degree, it must be approved by SACSCOC at least six months prior to offering. All substantive changes of this nature must be reviewed by the Office of the Institutional Research and Effectiveness and the Office of the Provost prior to the agreement being signed by MSU and the other parties.

3. Pell Grants and Verification of Class Attendance.

- Paul McKinney and Mary Heazel were present to discuss the Pell Grant student class attendance verification.
 - MSU is not an institution that requires mandatory attendance reporting, however Pell Grant recipients' attendance reporting is required by the US Department of Education with documentation of at least one-time attendance in their classes.

- The required report can also assist in reducing enrollment of students receiving grant checks and then never attending the classes.
- At the end of a semester, if a Pell grant student recipient receives passing grades, then it is assumed that the student has attended classes. If a student receives an F grade at the end of a semester, then attendance or additional information is required to be reported. If a student withdraws completely from the university, the instructors for all classes listed will be contacted for an attendance report. If when posting grades, an instructor does not choose one of the four drop down choices available when an F is given, then an attendance report is sent to the instructor for further investigation of attendance. If no reply is received then it is assumed that the student did not attend class and Pell Grant monies received for that class will be returned. It is recommended that one of the four drop down menus be activated when posting an F grade.
- There is a time constraint for making calculations if returned funds are received late. The university could have funds severely limited or cut off completely.
- After further discussion, Peter Ryan stated that the issue will also be brought back to the council at a later date for further discussion.

4. Termination of printed telephone bills.

- Mike Rackley reported on the termination of printed telephone bills after the December 2015 statements have been sent out. A final notice letter will be mailed out with the last phone bills stating that if email statements have not been initiated, to please do so prior to January 1, 2016 by contacting ITS.
- Beginning December 14, 2015, the ITS will purge data from sections in myCourses database. An email will be sent out with instructions if instructors want to keep any data. The purge will be done in spring 2016 through the fall 2014.
- Beginning in spring 2016, enhancement will be made to the Banner Parent Portal feature for access to meal plans and financial aid.
- Beginning in spring 2016, a new Banner feature will be implemented to give access to class assistants for entering attendance and progress grades. The assistant can be an employee or graduate assistant, but not a student worker.
- Mike Rackley discussed the instructional technology systems in the new classroom building and features that can be available.
- The software, Mathworks- MATHLAB, will no longer be allowed at the end of the fall semester and will no longer be available to download for free. Current students with access will be required to uninstall the software. Students will be contacted with information to purchase if desired.

5. Planning for Fall 2016.

- John Dickerson reported on the Academic Recruitment Counsel and gave an overview of the student recruiting teams that have been meeting with colleges each month. The team has focused on yield and talked of moving forward to spring - getting students admitted and enrolled.
 - Kylie Forrester met with the academic coordinators regarding planning for academic insight events.

- The group has reviewed the yield of in-state and out-of-state enrollment with non-residence standards and residence students based on IHL standards as well as quality students with high ACT scores or a high school GPA.
- This year's admissions will adhere to policy with ineligible students not being admitted.
- John Dickerson stated a need to look at enrollment and class offerings for spring, fall and spring 2017. The Registrar's office can help with data. Upper level courses may be needed to maintain demand.
- Colleges which have an increase in applications and admissions should have plans for larger freshmen classes and plans as they move through the cycle.

6. Chair's Report.

- A report was presented by the Subcommittee on Remedial Grades with recommendations regarding the inclusion of grades for remedial courses in GPA calculations.
 - Greg Hall, Chair discussed the initial charge of the committee and their review and recommendation.
 - Based on its analysis and review, the committee could find no compelling reasons to change the current policy and recommends that it remain as is.
 - After discussion and upon a motion from Kevin Rogers and seconded by Ron McLaughlin, there was unanimous approval to send the report forward to the Deans Council for review.

7. AOPs.

- 12.02 Withdrawal from the University
 - John Dickerson reported on the data from the pilot online withdrawal process conducted last year and stated that compared to the paper process there was no difference in the data. He mentioned work with Noel Levtiz and the possibility of a withdrawal contact person or "withdrawal interventionist".
 - After discussion of the last sentence of the first paragraph under Policy/Procedure, there was approval to change F's to – *a grade of F (failure)*. The edited policy was approved to move forward to the Deans Council for further consideration.

8. Announcements.

None

The meeting was adjourned at 1:55 p.m.