

Associate Deans Council
May 11, 2016
Meeting Minutes

Present: Peter Ryan (Chair), Amy Adkerson, Wes Ammon, Jeremy Baham, Tim Chamblee, Diane Daniels, Nancy Fultz, Becky Gardner, Greg Hall, Christine Jackson, Mitzy Johnson, Rebecca Long, Ian Munn, Allison Pearson, Mike Rackley, Nicole Rader, Lynn Reinschmiedt, Kevin Rogers, James Warnock, Charlie Wilder, Scott Willard.

Guests: Paul McKinney, Angie Sherrer

Peter Ryan called the meeting to order at 1:30pm in 611 Allen Hall.

1. Consideration of the minutes.

Kevin Rogers made the motion seconded by Rebecca Long to approve the minutes of April 13, 2016. The motion was approved.

2. Announcements.

- Peter Ryan expressed thanks to the council members for a successful year. He further discussed the commencement exercises and the few changes that were made to encourage students to remain till the end of the ceremony which appeared to have been successful. There were 58 Stephen D. Lee scholars recognized.
- Peter Ryan reported on the email sent out requesting nominations for the SEC ALDP fellows and encouraged good candidate nominations. The program requires the rank of tenured full professor who are engaged in or demonstrate strong interest in academic leadership roles.
- Peter Ryan stated that MSU will host the SEC ALDP workshop in spring 2017 and there may be a need for assistance from colleges with tours or programming for early arrivals.
- Peter Ryan reported on the Academic Common Market program and the best strategies to provide students and parents with access to requirements for eligibility into the program (not listed on the SREB website). When students apply with their home state, a letter is requested confirming admission to MSU and the degree program. Dr. Ryan provided a template letter for departments to use confirming the student has been admitted into the eligible degree, major and concentration at MSU and states the proper criteria for the program. The department will have better access of the student's record to ensure eligibility. Our state coordinator, Gloria Miller has plans to petition the SREB and request that all states' criteria be posted on the website for accessibility to students and parents. The MSU requirements were discussed and a request was made to review the data for the graduation rate of ACM students. There is currently no cap on the number of students accepted into the ACM program at MSU.

3. Work Study Positions for Research.

The Office of Financial Aid has identified 6 (six) student worker positions for research to support undergraduate research needs in academic units.

- Paul McKinney and Angie Sherrer were present to address any questions about the research student positions. These students have to qualify for FAFSA and are awarded the maximum of 17 hours a week at \$7.25 per hour. If a department knows of an eligible student interested in one of these work study positions, please let the financial office know and they can be added to the pool.

- When the Career Center posts jobs, the student can contact the department and if hired will receive a green sheet from Financial Aid to be authorized to work through HRM. The students will be paid as employees and their hours would be determined by the department manager not to exceed 17 hours per week.
- Departments can also convert a current student work who is FAFSA eligible to a research positions. This may create an opportunity to get more students involved in the undergraduate research program.
- Peter Ryan will further discuss at a later meeting on how to proceed forward.

4. Tracking Minors in Banner.

Mike Rackley gave an overview of the tracking of minors in the Banner system and action to be taken to get ready to implement, hopefully by fall 2016.

- The idea is for Banner to allow a student to declare a minor when applying for a degree and can have up to two minors for both primary and secondary majors. Banner records will indicate minors for each major and a CAPP report will automatically be included, just like concentrations.
- The action to be taken will be –
 - Build CAPP rules for each minor program.
 - Update student records for those currently pursuing minors.
 - Define the process for a student to add/drop/change a minor (if a minor can be declared when applying for admission).
 - Update Banner screens and reports as appropriate to show a student's minor(s).
- There will need to be further discussion of how certificate programs will be tracked.

5. Chair's Report. None

6. College/Unit Reports.

- Greg Hall reported on the three students from Guatemala enrolled in the Maymester term. He stated that any assistance with student groups or faculty on campus who could be introduced to the students to get them involved would be greatly appreciated.
- Becky Gardner reported on the Honors students to study at the University of Oxford.
- Mitzy Johnson reported on the College of Education Research Forum and expressed thanks for the support. She also mentioned on the METP (MS Excellence in Teaching Program) students' study abroad trip to Canada.
- Jeremy Baham reported on the recent visit with the family of the deceased MSU student and the awarding of the degree. Dr. Baham also reported on search for the Assistant Vice President for Multicultural Affairs position and the upcoming campus interviews of three candidates.
- Wes Ammon stated that his office staff has been meeting with suspended and dismissed students.
- Allison Pearson mentioned the current work on budgets. She also noted the low enrollment for Maymester and 1st summer term.
- Charlie Wilder stated that the Career Center has captured 70 percent of placement data from the 2016 graduating class. The goal is to have the first annual report by the summer.
- Diane Daniel reported that the Summer Development Program is doing well. The IHL changes have had a positive impact on the program which has an increase in applications.

- Christine Jackson reported that MSU athletes earned an overall average of 2.99 GPA for the spring 2016 semester, and a total of 53 student athletes will graduate in the spring. She discussed an academic counselor position to be posted and announced the SEC softball tournament during the weekend.
- Amy Adkerson expressed thanks for getting the word out about commencement changes and also thanks for timely grade postings. The student suspension and dismissal letters have been mailed out from the Registrar's Office. There are approximately 2600 applicants in the audit process for awarding of degrees. The grace period has been extended for unpaid balances to next Friday, May 20th with a \$250 late penalty charge.
- Peter Ryan asked that faculty be reminded and encouraged to assign a reason from the drop down menu when posting a grade of "F" in a course in order for the Financial Aid office to submit required reports on time.
- Lynn Reinschmiedt stated that the new director of the Center for Distance Education will begin on June 1, 2016.

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