

Associate Deans Council
June 22, 2016
Meeting Minutes

Present: Peter Ryan (Chair), Wes Ammon, Megan Artz (for Scott Maynard), Michael Busby, Tim Chamblee, Diane Daniels, John Dickerson, Nancy Fultz, Becky Gardner, Greg Hall, Stacy Haynes, Christine Jackson, Rebecca Long, Linda Morse, Allison Pearson, Gail Peyton, Mike Rackley, Nicole Rader, Kevin Rogers, James Warnock, Scott Willard.

Guests: Lori Ball, Paul McKinney, Rodney Pearson.

Peter Ryan called the meeting to order at 1:30 pm in 4004 Lee Hall.

1. Consideration of the minutes.

Kevin Rogers made the motion seconded by Rebecca Long to approve the minutes of June 8, 2016. The motion was carried unanimously and minutes approved.

2. Announcements.

- Peter Ryan discussed issues regarding a student's request of an override for a retake /academic forgiveness course while the student is still enrolled in the course and before grades are posted – student assuming a bad grade in the course. Dr. Ryan discussed the problems with such a request and also concerns of another student request for fresh start on a second baccalaureate degree attempted at MSU. He stated the policies involved – AOP 12.17(Fresh Start), AOP 12.19 (Amnesty), and AOP 12.20 (Academic Forgiveness) does not clearly define that these policies refer to the primary degree only. He asked for thoughts on amending the policies in the near future.
- The President's welcome reception for new faculty will be held on Monday, August 8, 2016 from 5 – 6:00 p.m. at the President's home. All new faculty are encouraged to attend.
- Dr. Ryan noted that the New Faculty Orientation is mandatory (as sanctioned by Internal Audit) for all new full-time instructors, clinical, tenured and tenure-track faculty. If it is not possible for faculty to attend the all-day event on August 9, there will be a condensed make-up session in September – the date yet to be determined. The New Faculty Teaching Academy will be offered the following day. Other events throughout the semester are not required but new faculty are encouraged to attend as it provides a good opportunity to meet colleagues from across campus. Participants will be covered before their contract as a liability by the university.

3. Course Load for Readmission.

- Rodney Pearson was present to give an overview of the new changes to financial aid rules and the effect on the course load for students readmitted after suspension or dismissal.
- The IHL Board voted to change the definition of full-time student enrollment for the purposes of receiving state financial aid from 12 credit hours per semester (9 per trimester) to 15 credit hours per semester (10 per trimester). Their reasoning was to encourage more students to finish in four - whether that is four semesters of community college or four years at a university. Reduced time in college ultimately saves students and their families thousands of dollars and makes college more affordable.
- The importance of good advising was expressed to let students know of financial aid requirements; the question of whether these students can handle the required course load; the current Banner course limit for suspended students; and the impact on class options.

- Paul McKinney stated that approximately 5,500-5,600 undergraduate students are receiving state aid with around 1900 students below the 15 hours course load during fall 2015.
 - It was noted that the requirements could create issues with class seats for students. John Dickerson stated that class numbers are being looked at and he would share with the Associate Deans. He asked Associate Deans to be thinking about solutions for the upcoming fall semester.
 - Multiple notices will be sent to get the word out to students.
 - After further discussion, Mike Rackley noted that ITS could look into ways to identify a student in Banner (possibly attributes) if impacted when dropping below 15 hours.
 - Peter Ryan asked if all were comfortable to have the course limit lifted in Banner for suspended students - with all in agreement.
4. Paul McKinney briefly discussed the importance of completing one of the drop down menu options when posting F grades. MSU must be able to determine if a student participated in class when they receive a F grade. This information is required when the university files financial aid reports to the Federal Department of Education.
5. Graduate Provisional Admission Policy and Appeal Process.
- Rebecca Long provided a handout with information regarding provisional admission and the dismissal appeal process and procedure.
 - A student who has not fully met the GPA or other admission requirements stipulated by the university may be admitted on a provisional basis – and must receive a 3.00 GPA on the first 9 hours of graduate courses within the student’s program of study. The provisional student is not fully admitted to the program until the requirements are met.
 - A student failing to meet the provisional admission requirements is automatically dismissed by the Graduate School.
 - An appeal process for a provisional student begins with the Dean of the Graduate School.
 - The final step is with the Provost Office – if a subcommittee is convened, a recommendation will be conveyed to the Provost for a final decision.
6. **AOP**
AOP 12.29 Undergraduate Entrance Requirements
- The policy was brought forward for review of suggested revisions by the Office of Admissions and Scholarships. After discussion, and the question if this policy should continue to be reviewed by the Undergraduate Admissions Policy Committee, the revised policy was approved to move forward to the Deans Council for further consideration pending clarification.
7. **College/Unit Reports.**
- John Dickerson expressed thanks for assistance during the orientation sessions. He noted that sessions have been going well with just a few issues. He also asked that options be looked at for classes for transfer students and any problem areas be reported to his office.
 - Mike Rackley distributed brochures of the **Guide to IT Services for Students.**
 - Diane Daniels stated that the Development Programs’ Intermediate Reading offerings are now in compliance with the IHL requirements.

- Peter Ryan announced Linda Morse's retirement and expressed appreciation for her many areas of work on campus over the years. There will be a reception in her honor on Friday, June 24 from 2 – 4 p.m. in the Grisham Room, Library.

The meeting was adjourned at 2:48 p.m.