

Associate Deans Council
July 13, 2016
Meeting Minutes

Present: Peter Ryan (Chair), Jeremy Baham, Michael Busby, Tim Chamblee, John Dickerson, Jim Dunne, Jan Fitzgerald, Stacy Haynes, Julia Hodges, Christine Jackson, Terry Jayroe, Mitzy Johnson, Pat Matthes, Ian Munn, Mike Rackley, Nicole Rader, Kari Reeves, Kevin Rogers, James Warnock, Scott Willard.

Guests: Taylor Deer, Tabor Mullen.

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 Ian Munn to approve the minutes of June 22, 2016. The motion was carried unanimously and minutes approved.

2. Announcements.

- Peter Ryan introduced Jim Dunne as Interim Director of the Center for Teaching and Learning. Julia Hodges stated that Michael Busby who has been the acting Director of the Center for Distance Education has accepted a position at East Mississippi Community College.
Susan Seal will serve as the Interim CDE Director.
- Peter Ryan discussed the Academic Common Market (ACM) verification letters and asked for assistance from departments to ensure that the students meet all of the MSU eligibility requirements for access to the ACM.

3. Honor Code.

Tabor Mullen, Assistant Dean of Students and Director of the Student Honor Code was present to give an overview of the Student Honor Code. Also present was Taylor Deer, Coordinator of the Student Honor Code.

- A report including data for the 2015-2016 academic year was distributed and discussed.
- Statistics over the last few years show that MSU violations are consistent with the average number of cases reported by other universities.
- There is a higher level of consistency when cases are resolved through a Student Honor Code Council board hearing.
- The top three incidents are: 1) plagiarism; 2) cheating; 3) academic fraud.
- The Student Honor Code Office conducts presentations each year in order to raise awareness about the Student Honor Code and provide students with appropriate campus resources to assure student success.
- Two major challenges are the need to encourage faculty to do prior checks and the need to know due process of academic misconduct.
- A Student Honor Code Disciplinary Option Form is available to ensure due process for protection. The Honor Code office is equipped to handle all cases – violations can be submitted online and will be investigated thoroughly.

4. Appeal process for exceptions to full-time requirement.

- John Dickerson provided copies of the email that was sent out to faculty and staff by Paul McKinney, MSU Director of Financial Aid. The information explained the new

guidance from the State Financial Aid Office concerning the 15-hour enrollment rule. A student can submit an appeal for certain exceptions to the rule. The exceptions and the appeal process were also provided in the email.

- It will be the responsibility of the student to appeal in writing and provide supporting documentations to the Mississippi Office of Student Financial Aid. The appeal should be accompanied by a letter on institutional letter head from their appropriate dean or director's office or academic advisor indicating hours needed to complete his/her degree. This letter should only provide the requested information.
- There is no deadline for appeals from students. A template letter from the College of Arts and Sciences will be emailed to Associate Deans.

5. Upper class scheduling needs for spring and fall.

- There are some concerns of the pressure that could be put on upper level courses with the increase of freshman and transfer students.
- John Dickerson expressed thanks for assistance during the orientation sessions and information of any issues.
- With the increased enrollment total of 3600 (from last fall's total of 3471) freshman students, there may be issues as these students move forward. He asked for assistance in planning for the upcoming spring and next fall semesters to accommodate students' needs.

6. AOP - none

7. College/Unit Reports.

- Terry Jayroe expressed thanks for a great orientation sessions during June.
- James Warnock reported on the joint programs with Tougaloo College and reported on the enrollment numbers at the Mississippi Gulf Coast Community College.
- Mike Rackley announced the myState mobile application to be launched on July 25, 2016.
- Peter Ryan reported on the request from the last meeting for the possibility of financial aid to be posted as a student's attribute in Banner. After investigation by ITS, it would not be possible to be consistent and current as an attribute in Banner.
- Michael Busby expressed thanks to all who have been engaged at the Center for Distance Education during his 16 years at MSU.
- Jeremy Baham stated that his office is available to meet with departmental new faculty on the proper emergency procedures in the classroom.

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