

Associate Deans Council
October 26, 2016
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Tim Chamblee, Diane Daniels, John Dickerson, Jim Dunne, Nancy Fultz, Becky Gardner, Greg Hall, Christine Jackson, Meredith Jackson, Rebecca Long, Scott Maynard, Lanna Miller, Tabor Mullen, Gail Peyton, Mike Rackley, Kari Reeves, Kevin Rogers, Susan Seal, James Warnock, Eddie White, Scott Willard.

Guest: Paul McKinney

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 September 28, 2016. The motion was carried unanimously and minutes approved.

2. Satisfactory/Unsatisfactory grade assignments.

- Associate Dean, Kari Reeves brought forward the issue of graduate students being awarded a (S) Satisfactory grade for work toward his/her thesis or dissertation work over a period of several semesters, and then given a (U) Unsatisfactory grade for not making progress.
- During the discussion of the awarding of S and U grades, concerns identified included reluctance by some faculty to draft a student's progress plan for each semester to document performance. Additionally, the need to assign U grades for student's unsatisfactory work was recognized as being important.
- After questions regarding the U grade policy (the number of U grades allowed during a program of study is not stated in the Graduate Catalog), Rebecca Long was asked to bring the topic forward to the Graduate Council for review and recommendations to the Associate Deans Council.
- A request was made to revise AOP 13.03 Faculty Responsibility, to reflect any new recommendations, Noel Addy will ask Faculty Senate to consider changes in the policy language to address Associate Deans concerns since the policy is currently under review by Faculty Senate.

3. Minors.

- Peter Ryan discussed the challenges in tracking minors - a student typically declares a minor during the semester of graduation. He stated that there is a need to track minors more effectively in Banner and thus may require a revision of the AOP as to when a student should declare a minor. Tim Chamblee stated that IHL also requires reports on enrollment completion for certificates.

4. Demo on submitting F grade in Banner.

- Mike Rackley and Meredith Jackson presented a demonstration of how to record the reason a student earned an "F" grade in Banner by utilizing a drop-down menu once grades are entered. The recommendation for the mandatory reporting of the reason a student earned an "F" grade was brought forward to assist the Office of Financial Aid in filing end of the semester reporting to the Department of Education.
- The "F" grade reason menu is currently optional – during spring 2016 grade posting, there were 3096 reasons entered out of the 3836 F grades submitted.

- After the demonstration, there was recommendation to move forward with requiring the entry of a reason when submitting a grade of F - to be implemented as a pilot trial during the submission of final grades for fall 2016. Grade posting will open on Nov. 17 – faculty need to be made aware of the requirement.

5. AOPs

- AOP 13.14 Grade Appeal and Academic Review Board
 - The policy has been reviewed by General Counsel with recommendations which were initiated by the need for a specific timeline in the appeal process so as not to jeopardize the progress toward a degree.
 - Peter Ryan also recommended to include a notation that a student cannot invoke policies governing grade appeal process, academic forgiveness, withdrawal, etc. while under academic misconduct review or sanction.
 - The language change to “must” throughout the document will need to be clarified, and the online process stated in the policy – a subgroup will meet and discuss the development of an online eform and the process. An online process will be important for tracking.
 - The policy was approved to move forward to the Deans council for further consideration.

6. College/Unit Reports

- Mike Rackley reported on an email from Don Buffum regarding the purchase and use of Cellular Voice and Data Service and Equipment – new procedures after the end of the year.
- Christine Jackson announced that MSU was awarded the Halbrook Awards for the second year in a row – recognition for the highest graduation rates of both female and male athletes.

The meeting was adjourned at 3:00 p.m.