

**Associate Deans Council Minutes**  
**May 9, 2007**

Present: Jerome A Gilbert, Chair; Wes Ammon, Mark Binkley, Thomas Bourgouis, Dave Boles, Louis Capella, Robert Cooper, Diane Daniels, Luther Epting, Jane Greenwood, Clyde Herring, Dinetta Karriem, Rick Kaminski, Harry Llull, Nancy McCarley, Gary Myers, Bill Person, Ruth Prescott, Mike Rackley, Elaine Reed, Lynn Reinschmiedt, Donna Reese, Butch Stokes, Mike White.

Dr. Gilbert called the meeting to order at 1:30 p.m. in 611 Allen Hall.

1. Consideration of the Minutes:  
The minutes of the April 25, 2007, meeting were approved as submitted.
2. Chairperson's Report:
  - The Maymester was discussed, including arrangements to have classrooms unlocked and arrangements for AC.
  - Salary information for Maymester is to be in the Provost Office by May 14<sup>th</sup>.
  - The Road Dawgs Tour to Tupelo on May 8<sup>th</sup> including faculty members who spoke with selected classes. It was very successful.
  - Budgets were due into the Office of the Provost by Friday, May 11<sup>th</sup>.
3. Pre-graduation Curriculum Checks:  
There was some discussion on whether students should be cleared to graduate before commencement. It was decided that this would not be feasible to clear students before graduation. Undergraduate students will be allowed to walk even though they may not actually graduate. Butch Stokes will develop a disclaimer to be placed on the commencement program stating that the inclusion of a name in the program does not necessarily mean that the person has met all graduation requirements and will graduate. No decision was made on whether M.S. and Ph.D. should be allowed to "walk" in a ceremony prior to their graduation.
4. AOP for action:  
AOP 12.09 Class Attendance and Reporting Absences was discussed. It had been returned after a long period in the Faculty Senate. The AOP was approved with the wording that freshmen absences "should" be reported, rather than "must" be reported.
5. AOP for Discussion  
AOP 12.08 – Certificate of Recognition was discussed. It was decided that wording should be included that at least six credit hours must be taken at MSU.  
  
A possible policy on Minors was discussed. Dr. Gilbert will bring a draft policy for discussion at the next meeting.
6. Other Business  
The following announcements were made: Butch Stokes announced the final grade reporting deadline and reported that there had been a great improvement over the past year in faculty reporting grades. Rick Kaminski reported that Forest Resources was working on a minors list.