

**ASSOCIATE DEANS COUNCIL
JANUARY 19, 2005**

Members Present: Jerry Gilbert (chair), Keith Belli, Mark Binkley, David Boles, Louis Capella, Robert Cooper, Luther Epting, Julie Fulgham, Jane Greenwood, Glen Hendren, Dan Hollingsworth, Dinetta Karriem, Nancy McCarley, Gary Myers, Bill Person, Ruth Prescott, Mike Rackley, Donna Reese, Lynn Reinschmiedt, June Schmidt, Butch Stokes, and Mike White.

Guest Present: Vice President for Student Affairs Bill Kibler.

Dr. Gilbert called the meeting to order at 9:00 a.m.

1. Consideration of Minutes:

- The minutes from the December 8, 2004 Associate Deans Council meeting were approved as submitted.

2. Chairperson's Report:

- All promotion and tenure documents are in the Provost Office. We have asked that a copy of the teaching evaluations and information related to teaching be included in the documents. We will scan through the documents and request that information if it is not included. This information was not specifically requested in the cover sheet, but an email was sent from the Provost requesting this.
- Sabbatical documents should be submitted to the Provost now. If you have not submitted any, please check on this.
- Distinguished professor applications are due on February 15 to the Provost.
- Visitation for the funeral of Dr. Brad Carter will be today from 1:00-3:00. Graveside service will be held at Oddfellows Cemetery.

3. Students at Risk. New and transfer students who have not established a Mississippi State University GPA prior to Fall 2004 come under the revised policy AOP 12.16. By Fall 2008, this will apply to all students at MSU regardless of the semester they enrolled. A spreadsheet was distributed listing the number of new students who are at risk after fall 2004 under the policy. There are approximately 350 sophomores or above who would be at risk. There are approximately 450 at-risk freshmen. The Registrar has drafted a letter to students who are at the highest risk. A copy of the letter has been sent to the dean and department head. Any student who makes a 2.0 in the spring will not be dismissed. The letter states that the student must make a 2.0 to stay in school. Dr. Gilbert invited Dr. Bill Kibler to meet with the associate deans to discuss this issue. Dr. Gilbert asked the

associate deans for their thoughts and suggestions on an intervention program during the summer that would give students a second chance before dismissal. Dr. Kibler reported that Student Affairs is doing several things to enhance recruitment to grow enrollment at MSU. However, if 850 students are dismissed at the end of the spring semester, no one would notice that enrollment was increased by 850 students by next fall. Dr. Kibler stated that Student Affairs would do whatever they can to work with the associate deans to increase motivation in students and to get them to study.

Donna Reese asked to see the data for fall 2003. Butch Stokes will provide this data to the associate deans.

The policy was modified to apply to new students in Fall 2004. The old standards still apply to those students who were here before. The new standards will go into effect for all students in 2008. The policy was originally written to apply to everyone; however, it was revised to not include those who were enrolled now.

It was discussed that parents do not receive grade reports. No grades are mailed to freshmen now. Grades are available online. Dave Boles reported that Ole Miss wanted to implement the same policy but went to 1.8 rather than 2.0 for sophomores and others because it covered too many people.

Nancy McCarley stated that if an intervention session is done, what will be covered? Absences, college preparation, study skills were named. It was suggested that if a student takes a series of 2-4 courses in an intervention program, the student would not be dismissed. If a student has some level of success in the intervention session, they will be allowed to enroll in the fall. The question was asked whether the university can help the students and get them back on track.

It was noted that as soon as grades are posted at the end of the semester, students will be gone. Mid-term grades will give an indication of how students are doing. Tutoring is one thing that should be emphasized. It was asked what the cost of the intervention program would be for the student and if this would affect financial aid. The student will lose federal financial aid due to grades. Good advising and tutoring would be effective means. It would be helpful if parents were fully aware at the end of the first semester how poorly the student is doing. If a student is shown as a dependent on the parent's tax forms, grades may be released to the parents.

Dr. Kibler stated that one solution would be to have students sign a waiver at freshman orientation/registration while the parents are with the students. A higher percentage of grades would be mailed home.

Dr. Gilbert asked what can be done now to make the parents aware that their student is in academic trouble. It was suggested that a notice can be sent to all parents that student grades are available via the internet.

Mike White stated that the policy reads that students should meet with the college's probationary advisor. It was also suggested that RAC codes only be given to students by their advisors during orientation and registration periods.

Reminders should be sent to department heads regarding staff giving registration codes to students.

Nancy McCarley stated that getting information about at-risk students is critical. Is there a pattern of courses in which they are doing poorly? Could we zero in on anything that could help them?

The question was asked if the suggested waiver signed at registration would allow letters to be sent to the parents. Dr. Kibler stated the waiver can be drafted to include academic progress letters. The parent's address could be collected and entered into the system so that a student could not change it in the system at a later date.

Some colleges work out a contract with a student, limiting what courses can be taken and stating the grade point average that is expected of the student in lieu of suspension. Students would agree to take certain courses. This could be done this semester.

It was recommended that a standard academic contract for at-risk students be drawn up and provided to all advisors and probationary advisors. It was asked if this would impact the 124 hours policy. There is nothing punitive about going over the 124 hours.

Dr. Kibler, Dr. Gilbert, Ruth Prescott and Mike White will prepare a draft academic contract for use by advisors. This will apply to all students. Student Affairs will draft a waiver statement for use at orientation and registration.

4. AOP's for review:

AOP 12.36 – Repeat Policy. This policy has been revised to reflect that, unless a student chooses to activate the academic forgiveness policy, the repeat policy will not apply. It has also been revised to reflect the five year review cycle.

AOP's for action:

AOP 10.03 – Deans Council and Associate Deans Council. This policy has been revised to include the five year review cycle. The Academic Council no longer exists and has been deleted from the policy. Titles have been corrected and directors of academic units have been included. AOP 10.03 was approved as submitted.

AOP 11.13 – Winter Intersession. This policy went before Deans Council, and the deans wanted to exclude the 12 month faculty. After talking to people at Ole Miss and to the Provost, Dr. Gilbert has added the following statements: "Payment for teaching courses in the Winter Intersession is considered to be 'overload' pay, and therefore teaching in the Intersession will not normally be a means of satisfying the individual's assigned teaching workload. Twelve month faculty members are permitted to teach in the Winter Intersession only if they have permission from the Department Head and the Dean. Twelve month faculty members will receive eight percent of their equivalent nine-month salary base for teaching a three-hour

course.” Also under Course Approval, the first paragraph was revised to state “the College must submit a brief proposal” to the UCCC. Teaching in the Winter Intersession will be a negotiable point between the twelve month faculty and the dean and department head. Summer school is open to all nine month employees. There are occasions where twelve month faculty teach during summer school.

The question was asked how the academic calendar will be handled. Spring semester will begin later than it does currently. The dates of the Intersession will vary from year to year but cannot go past May 15 because faculty contracts end on that date. In some years, an adjustment will have to be made on the number of days for the Winter Intersession. There is one year in which only seven days are available to make the spring semester end on or before May 15.

Faculty will only be allowed to teach one course in the Winter Intersession. If we were to put this in place, we would only have a limited number of courses being offered. There is an approval process through the UCCC for inclusion in the reduced-format session.

A concern was expressed about certain courses (DIS/Special Topic) being offered during the Winter Intersession. The UCCC may approve a course for inclusion but that does not guarantee it will be offered during the intersession. There is less flexibility in this policy than the summer school policy. The same rules will apply for class size; there will have to be 10 students or more for a course to be taught.

As director of the Winter Intersession, the Associate Provost will have the authority to approve courses to be offered.

AOP 11.13 was approved as revised.

AOP 13.01 – Emeritus Appointments. This AOP has been revised to include the statement “Some or all of these individuals may be considered for an emeritus appointment” to eliminate that the idea that all will be considered. The phrase “starting at the department level” was added as the administrative channel to begin recommendations. The five year review cycle was also included. AOP 13.01 was approved as submitted.

OP 30.02 – Use of Copyrighted Computer Software at Mississippi State University. This policy has been revised to include the five year review cycle. The title Chief Information Officer has been eliminated and the revision authority has been given to the Associate Provost. OP 30.02 was approved as submitted.

OP 30.03 – Management of Copyrighted Site Licensed Computer Software at Mississippi State University. The policy has been revised to change “Director of the Computing Center” to Head of Information Technology Services.” The five year review cycle has been added. OP 30.03 was approved as submitted.

5. Other Business:

- Butch Stokes reported that in the move to 120-124 hours requirement, the timing of this is going to cause a delay in publishing the new catalog. In

addition we have some courses which have been changed from four to three hour courses. The first registration session for summer and fall is scheduled for the first week in March. Some students may register for a 4-hour course that may be changed to a 3-hour course. The courses are Foreign Language courses. It was asked whether there is any way the course numbers can be changed now in the system before registration. Dr. Gilbert will talk with Tim Chamblee to see what we can do. Foreign Language courses will affect a large group of students. All course revisions for Arts & Sciences have been submitted to the UCCC for the February meeting. After that meeting the course numbers can be changed.

The senior invitational and honors transfer orientation sessions are occurring very early this year.

- Dr. Epting reported that Career Day is Tuesday, January 25. He continues to get a lot of employers who ask that faculty come and interact with the employers. There are approximately 130 employers expected for the 25th.
- Nancy McCarley reported that Honors is having its first external review in mid-February. Dr. Jack Dudley of Virginia Tech and Dr. Bob Spurrier of Oklahoma State University will perform the review.
- Nancy McCarley reported that Jonathan Odell is coming to campus on February 22. His book, "The View from Delphi," was written to allow people to have interaction about racial parity in Mississippi. The students in Honors Forum are reading the book and will meet with the author. He will do a reading and signing. This will be the first step in having a common book on campus.

There being no further business, the meeting was adjourned at 10:30 a.m.